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Please return to the
Flood Control Program

Chiefs of Bureaus
Ordered
1/14/39
January 18, 1939

MEMORANDUM NO. 803

1. (a) The "Committee on Valuation of Lands in Flood Control Area" established by Secretary's Memorandum No. 698, July 9, 1936, for the purpose of appraising certain lands on request of the Secretary of War, in connection with developments for flood control in the Mississippi Valley, is hereby dissolved.

(b) Hereafter, all appraisals, valuations, estimates, or reports which this Department may be requested to make for the Department of War in connection with the Flood Control Program shall be made under the general supervision of the Flood Control Coordinating Committee which will rely on established agencies for the performance of the technical work involved, as follows:

(1) All appraisals and valuations of specific tracts of land or flowage rights thereon shall be the responsibility of the Soil Conservation Service, which may, however, enter into such co-operative arrangements with other Bureaus as may be desirable for the purpose.

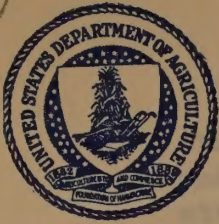
(2) All general appraisals, estimates, and reports of an economic or social character, for example those relating to flood damages and the probable benefits to be derived from flood control, shall be the responsibility of the Bureau of Agricultural Economics.

(c) The Chief of the Soil Conservation Service and the Chief of the Bureau of Agricultural Economics, in consultation with Dr. H. G. Knight, are directed to effect the transfer to their respective Bureaus of such personnel, records, files, and property previously used in connection with the work referred to above as they may deem necessary. They shall also submit to the Secretary recommendations for reallocating to their Bureaus any unexpended balances of funds transferred to this Department by the Department of War for the foregoing purposes.

2. This memorandum shall be effective on and after February 1, 1939.

Secretary.

H A Wallace



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DEPARTMENT OF AGRICULTURE

★ JAN 30 1939 B

WASHINGTON

Please return to the
Secretary's File Room

January 28, 1939.

MEMORANDUM NO. 804

DESCRIBING FUNCTIONS OF THE FOREIGN AGRICULTURAL
SERVICE

1. The functions of the Foreign Agricultural Service, Office of the Secretary, shall be:

(a) To administer the provisions of the Act of Congress of June 5, 1930 (Public - No. 304).

This shall include the collection and analysis of information on foreign competition and demand secured through the field offices of the Service, the Department of State, the International Institute of Agriculture, and other sources and the dissemination of this information to all branches of the Department interested and to the public.

In this connection it will be understood that the Bureau of Agricultural Economics will be primarily responsible for the preparation and dissemination of analytical reports on the world situation and outlook, including domestic and foreign factors, and that the Foreign Agricultural Service will cooperate closely with the Bureau of Agricultural Economics in supplying the foreign information needed for such reports.

(b) To coordinate the relations of the Department of Agriculture in respect to foreign trade and allied problems and policies with the Department of State and other Departments and agencies of the Government and with foreign governments and private agencies either through the Department of State or direct.

In this connection Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, is hereby designated Liaison Officer of the Department with the Department of State. All correspondence prepared in the Department for the signature of the Secretary to the Department of State and all letters to Members of Congress concerning foreign trade policy shall be routed through the Foreign Agricultural Service.

2. There is hereby established a Department Committee on Foreign Relations consisting of Dr. A. G. Black, Director of Marketing and Regulatory Work, Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, and Dr. Donald C. Blaisdell, Assistant to the Under Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



DEPARTMENT OF AGRICULTURE
BUREAU OF FOREIGN AGRICULTURAL SERVICE

1. The functions of the Bureau of Foreign Agricultural Service, Office of the Secretary, shall be:

(a) To administer the provisions of the Act of Congress of June 5, 1930 (Public Law No. 304). This shall include the collection and analysis of information on foreign competition and demand secured through the field offices of the Service, the Department of State, the International Institute of Agriculture, and other sources and the dissemination of this information to all branches of the Department interested and to the public.

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(b) To coordinate the relations of the Department of Agriculture in regard to foreign trade and allied problems and policies with the Department of State and other Departments and agencies of the Government and with foreign governments and private agencies either through the Department of State or direct.

In this connection Mr. A. A. Wheeler, Chief of the Bureau of Foreign Agricultural Service, is hereby designated Liaison Officer of the Department with the Department of State. All correspondence or papers in the Department for the signature of the Secretary to the Department of State and all letters to Members of Congress concerning foreign trade policy shall be routed through the Bureau of Foreign Agricultural Service.

2. There is hereby established a Departmental Committee on Foreign Relations consisting of Dr. A. G. Black, Director of Marketing and Regulatory Work, Mr. A. A. Wheeler, Chief of the Bureau of Foreign Agricultural Service, and Mr. Donald E. Blaisdell, Assistant to the Under Secretary.

It shall be the duty of this committee to consider such questions involving foreign trade or allied problems and policies as may from time to time be called to its attention by the Secretary or by the Chief of the Foreign Agricultural Service and to make appropriate recommendations thereon to the Secretary.

The committee shall, whenever deemed desirable, include in its deliberations such other member or members of the Department's staff as may have a special interest in the particular matters under consideration.

3. The memorandum of September 20, 1934, establishing a committee on Sanitary Import Quarantines and Inspection and Memorandum No. 472 of December 10, 1937, are hereby rescinded. The duties and functions assigned to the committees established under these memoranda shall be understood to be performed by the Department Committee on Foreign Relations.

4. The memorandum of December 27, 1937, to Bureau Chiefs and Heads of Offices, regarding the designation of Dr. Donald C. Blaisdell to handle correspondence with the Department of State is hereby rescinded.

H. A. Waller

Secretary.

It shall be the duty of this committee to consider such questions involving foreign trade or allied problems and policies as may from time to time be called to its attention by the Secretary or by the Chief of the Foreign Agricultural Service and to make appropriate recommendations thereon to the Secretary.

The committee shall, whenever deemed desirable, include in its deliberations such other member or members of the Department's staff as may have a special interest in the particular matters under consideration.

3. The memorandum of September 30, 1934, establishing a committee on Military Import Limitations and Inspection, No. 473 of December 10, 1934, are hereby rescinded. The duties and functions assigned to the committee established under these memoranda shall be understood to be performed by the Department Committee on Foreign Relations.

4. The memorandum of December 27, 1934, to Bureau Chiefs and Heads of Offices, regarding the designation of Mr. Donald C. Blaisdell to handle correspondence with the Department of State is hereby rescinded.

Handwritten signature

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

Milton Eisenhower
Memorandum
P.H.C.
January 21, 1939.

MEMORANDUM FOR MR. PAUL H. APPLEBY,
OFFICE OF THE SECRETARY.

Dear Paul:

I appreciate very much your memorandum of January 14. The proposed memorandum on the functions of the Foreign Agricultural Service does raise questions of concern to the Bureau of Agricultural Economics.

When the F.A.S. was a part of B.A.E., much of its work was closely integrated with the research, outlook, and informational output of the Bureau. This close integration arose, in the main, for two reasons: First, because foreign economic factors became increasingly important to the domestic agricultural situation, so much so that economic analyses of the domestic situation had to note and incorporate analyses of foreign situations; and second, because the limited staff of the F.A.S. had to consult with economic technicians elsewhere in the B.A.E. in order to provide accurate and useful analyses of the foreign situation as it was related to a given domestic situation.

The collection of foreign economic data does not have to be a function of B.A.E., any more than the collection of domestic economic data; but if B.A.E. is to provide the economic analyses on domestic situations, I do not see how it can successfully undertake this apart from economic analyses of related foreign situations. Collection of domestic and foreign data are necessarily separate jobs, but analyses of economic forces and facts cannot stop at political boundary lines. If we write these political boundary lines into the organization of the Department, however, then of course we must have two staffs of economic analysts, each of them about as large as the present one, and with the usual duplication, confusion, and jurisdictional grievances.

If close integration between the F.A.S. and the B.A.E. seemed necessary in the days when B.A.E. was concerned primarily with research, outlook, and information work, it would seem

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF AGRICULTURAL ECONOMICS

WASHINGTON, D. C.

January 21, 1938

MEMORANDUM FOR MR. ELLIOTT
OFFICE OF THE SECRETARY

Dear Sir:

I appreciate very much your memorandum of January 14. The proposed memorandum on the functions of the Foreign Agricultural Service does raise questions of concern to the Bureau of Agricultural Economics.

When the F.A.E. was a part of S.A.E., much of its work was closely integrated with the research, outlook, and informational output of the Bureau. This close integration arose, in the first place, because foreign economic conditions were so interestingly important to the domestic agricultural situation, so much so that economic analyses of the domestic situation had to note and incorporate analyses of foreign conditions; and second, because the limited staff of the F.A.E. had to operate with economic technicians elsewhere in the S.A.E. in order to provide accurate and useful analyses of the foreign situation as it was related to a given domestic situation.

The collection of foreign economic data does not have to be a function of S.A.E., any more than the collection of domestic economic data; but in S.A.E. as to provide the economic analyses on domestic situations, I do not see how it can successfully undertake this apart from economic analyses of related foreign situations. Collection of domestic and foreign data are necessarily separate jobs, but analyses of economic forces are inseparable. If we write these cannot stop at political boundaries. If we write these political boundary lines into the organization of the Department, however, then of course we must have two sets of economic analysts, each of them about as large as the present one, and with the usual confusion, contradiction, and duplication of effort.

It seems to me that the close integration between the F.A.E. and the S.A.E. seemed necessary in the days when S.A.E. was concerned primarily with research, outlook, and information work, at which time

even more necessary now that B.A.E. is also concerned with planning. Plans grow out of and are shaped by analyses. Section I (a) of the memorandum makes collection, analysis, and dissemination of the information on foreign competition and demand wholly a function of F.A.S.; Section 2 makes foreign trade problems and policies a function of the proposed Department Committee on Foreign Relations. I am not clear as to what this means, but I should think a committee empowered to consider "foreign trade or allied problems and policies" would tend to be the body to make the plans to solve the problems and implement the policies. Either that, or the committee would seem to duplicate some of the functions of the Agricultural Program Board.

These are some of the questions which come to mind. I wonder if the problem might not be considered with profit by the Agricultural Program Board as a whole, in order to get the discussion on a departmental level and in order, within our departmental democracy, to arrive at a department-wide consensus.

Sincerely,

H. R. T.
(c)

H. R. Tolley,
Chief of Bureau.

My own view is that the question of the Agricultural Program Board is a very important one and that the Board of Agricultural Industries would be the one principal place in the Department from which all the general information of character should come. However, I am convinced that the question is complicated, and I think that we should get someone from all the interested units.

Sincerely yours,

Paul A. Tolley,
Assistant to the Secretary

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H. M. Tolley,
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

January 14, 1939

1-6-39
MEMORANDUM FOR MR. H. R. TOLLEY
Chief, BAE THE SECRETARY

Dear Mr. Secretary:

Dear Howard: It is desirable to have a clearer statement of the functions of the Foreign Agricultural Service than now exists not only for a better understanding within the Department. After receiving your recent inquiry attached to the letter of the California Farm Bureau Federation I dictated a reply which I intended to submit to the Secretary. That reply expressed what I felt would be his attitude. But before I had been able to submit it to him, I received in the regular course a proposed memorandum defining the functions of the Foreign Agricultural Service and I find in this proposal a statement which takes a different slant from the one I took in the memorandum I had dictated. I am attaching a copy of the proposed memorandum. Near the top of the first page it gives the Foreign Agricultural Service responsibility for "collection and analysis" of information on foreign competition and demand and "dissemination of this information to all branches of the Department interested and to the public." Mr. Jump had noted on this proposed memorandum that you would be a party at interest and that it should be referred to you, and in view of the question you had raised with me, I certainly should have passed on the proposed memorandum to you in any case. I'd like to have your comments on the proposed memorandum, for submission to the Secretary.

My own snap judgment is very much in line with the original short memo I had dictated to you. It seems to me that the Bureau of Agricultural Economics should be the one principal place in the Department from which will issue general information of economic character. However, I can recognize that the question is complicated, and I think that we should get comments from all the interested units.

Sincerely yours,

Wash. S. White
Solicitor

W. H. Appleby
Paul H. Appleby
Assistant to the Secretary

PHA/cc

Assistant to the Secretary

January 14, 1939

MEMORANDUM FOR MR. H. R. TOLLEY
Chief, BAE

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Sincerely yours,

Paul H. Appleby
Assistant to the Secretary

THV:cc

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

1-6-29

MEMORANDUM FOR THE SECRETARY

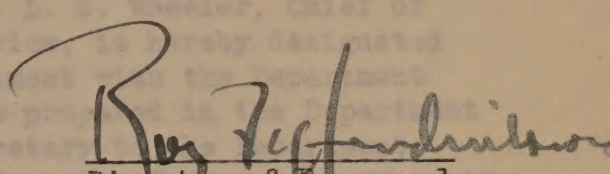
Dear Mr. Secretary:

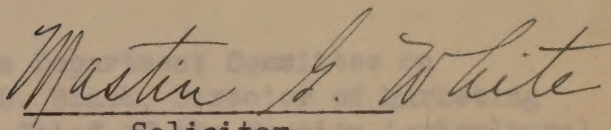
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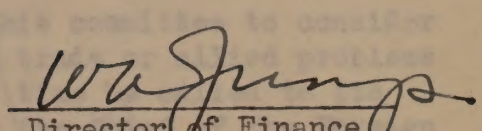
The attached statement, which has the approval of Mr. Wheeler, Chief of the Foreign Agricultural Service, Dr. Black, and Mr. Blaisdell, has the effect of making clear the functions of the Foreign Agricultural Service, and as well establishes a Department Committee on Foreign Relations consisting of the three men named above, which it is understood is in accordance with your desire.

It is recommended that you approve this statement and that it be issued as one of the series of numbered departmental memoranda.

Sincerely yours,


Director of Personnel


Solicitor


Director of Finance

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

MEMORANDUM FOR THE SECRETARY

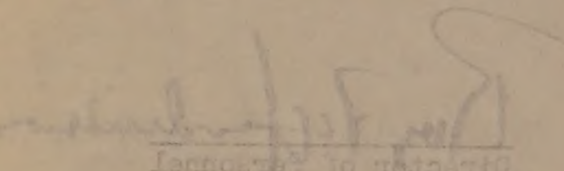
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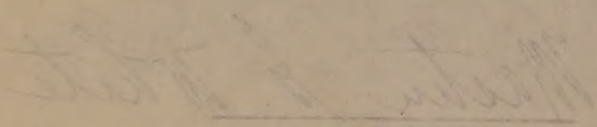
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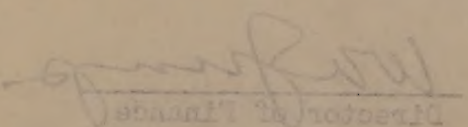
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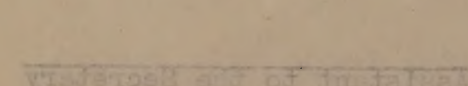
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Sincerely yours,


Director of Personnel


Solicitor


Director of Finance


Assistant to the Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

1. The functions of the Foreign Agricultural Service, Office of the Secretary, shall be:

(a) To administer the provisions of the Act of Congress of June 5, 1930 (Public - No. 304).

This shall include the collection and analysis of information on foreign competition and demand secured through the field offices of the Service, the Department of State, the International Institute of Agriculture, and other sources and the dissemination of this information to all branches of the Department interested and to the public.

(b) To coordinate the relations of the Department of Agriculture in respect to foreign trade and allied problems and policies with the Department of State and other Departments and agencies of the Government and with foreign governments and private agencies either through the Department of State or direct.

In this connection Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, is hereby designated Liaison Officer of the Department with the Department of State. All correspondence prepared in the Department for the signature of the Secretary to the Department of State and all letters to Members of Congress concerning foreign trade policy shall be routed through the Foreign Agricultural Service.

2. There is hereby established a Department Committee on Foreign Relations consisting of Dr. A. G. Black, Director of Marketing and Regulatory Work, Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, and Dr. Donald C. Blaisdell, Assistant to the Under Secretary.

It shall be the duty of this committee to consider such questions involving foreign trade or allied problems and policies as may from time to time be called to its attention by the Secretary or by the Chief of the Foreign Agricultural Service and to make appropriate recommendations thereon to the Secretary.

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WASHINGTON



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The committee shall, whenever deemed desirable, include in its deliberations such other member or members of the Department's staff as may have a special interest in the particular matters under consideration.

3. The memorandum of September 20, 1934, establishing a committee on Sanitary Import Quarantines and Inspection and Memorandum No. 472 of December 10, 1937, are hereby rescinded. The duties and functions assigned to the committees established under these memoranda shall be understood to be performed by the Department Committee on Foreign Relations.

4. The memorandum of December 27, 1937, to Bureau Chiefs and Heads of Offices, regarding the designation of Dr. Donald C. Blaisdell to handle correspondence with the Department of State is hereby rescinded.

Secretary.

The committee shall, whenever deemed desirable, include in its deliberations such other member or members of the Department's staff as may have a special interest in the particular matters under consideration.

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Secretary.

1-6-39

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

It is desirable to have a clearer statement of the functions of the Foreign Agricultural Service than now exists not only for a better understanding within the Department, but as a basis for the classification of positions.

The attached statement, which has the approval of Mr. Wheeler, Chief of the Foreign Agricultural Service, Dr. Black, and Mr. Blaisdell, has the effect of making clear the functions of the Foreign Agricultural Service, and as well establishes a Department Committee on Foreign Relations consisting of the three men named above, which it is understood is in accordance with your desire.

It is recommended that you approve this statement and that it be issued as one of the series of numbered departmental memoranda.

Sincerely yours,

RFH/emc
1/6/39

Roy F. Hendrickson
Director of Personnel

Martin H. Whit
Solicitor

W. A. Jump
Director of Finance

Assistant to the Secretary

1-2-27

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

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Roy F. Hendrickson
Director of Personnel

RPH/emc
1/6/39

Walter H. White
Solicitor

W. A. Jupp
Director of Finance

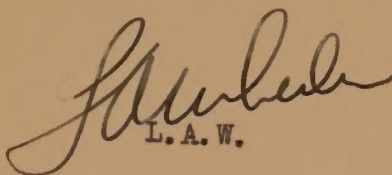
Assistant to the Secretary

OFFICE OF
THE SECRETARY OF AGRICULTURE

Dec. 28, 1938.

Dear Roy:

I have had a talk with
Don Blaisdell and this is O.K.
with him.


L. A. W.

Enc.

OFFICE OF
SECRETARY OF AGRICULTURE

Dec. 28, 1938.

Dear Roy:

I have had a talk with
Don Blaisdell and this is O.K.
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W. L. R.
W. L. R.

Enc.

December 22, 1938.

MEMORANDUM

Office of the Secretary

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This shall include the collection and analysis of information on foreign competition and demand secured through the field offices of the Service, the Department of State, the International Institute of Agriculture, and other sources and the dissemination of this information to all branches of the Department interested and to the public.

- (b) To coordinate the relations of the Department of Agriculture in respect to foreign trade and allied problems and policies with the Department of State and other Departments and agencies of the Government and with foreign governments and private agencies either through the Department of State or direct.

In this connection Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, is hereby designated Liaison Officer of the Department with the Department of State. All correspondence prepared in the Department for the signature of the Secretary to the Department of State and all letters to members of Congress concerning foreign trade policy shall be routed through the Foreign Agricultural Service.

2. There is hereby established a Department Committee on Foreign Relations consisting of Dr. A. G. Black, Director of Marketing and Regulatory Work, Mr. L. A. Wheeler, Chief of the Foreign Agricultural Service, and Dr. Donald C. Blaisdell, Assistant to the Under Secretary.

It shall be the duty of this committee to consider such questions involving foreign trade or allied problems and policies as may from time to time be called to its attention by the Secretary or by the Chief of the Foreign Agricultural Service and to make appropriate recommendations thereon to the Secretary.

The committee shall, whenever deemed desirable, include in its deliberations such other member or members of the Department's staff as may have a special interest in the particular matters under consideration.

December 22, 1938.

MEMORANDUM

1. The functions of the Foreign Agricultural Service shall be:

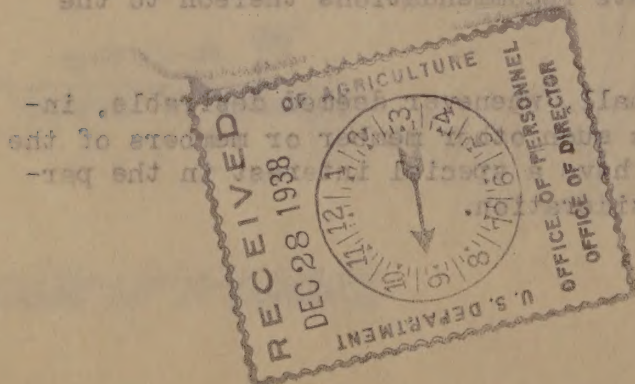
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It shall be the duty of this committee to consider such questions involving foreign trade or allied problems and policies as may from time to time be called to its attention by the Secretary or by the Chief of the Foreign Agricultural Service and to make appropriate recommendations thereon to the Secretary.

The committee shall include in its deliberations the Department's staff as may be required in the particular matters under consideration.



3. The memorandum of September 20, 1934, establishing a committee on Sanitary Import Quarantines and Inspection and Memorandum No. 472 of December 10, 1937, are hereby rescinded. The duties and functions assigned to the committees established under these memoranda shall be understood to be performed by the Department Committee on Foreign Relations.

4. The memorandum of December 27, 1937, to Bureau Chiefs and Heads of Offices, regarding the designation of Dr. D. C. Blaisdell to handle correspondence with the Department of State is hereby rescinded.

Secretary

Approved by the Board of Directors of the Federal Crop Insurance Corporation, February 16, 1938, and Article II, Section 1, of the Charter of the Federal Crop Insurance Corporation, U. S. C., Title 16, Chapter 15, Section 1501, Secretary of Agriculture, in fully approving Dr. A. C. Black, Director of Marketing and Regulatory Work, United States Department of Agriculture, as a member of the Board of Directors of the Federal Crop Insurance Corporation, an agency of and within the Department of Agriculture. This appointment is effective as of the date of this order and will continue at the pleasure of the Secretary of Agriculture.

24000-2222
Secretary of Agriculture

Order, February 1, 1938.

3. The memorandum of September 30, 1934, establishing a committee on Sanitary Import Quarantine and Inspection and Memorandum No. 472 of December 10, 1937, are hereby rescinded. The duties and functions assigned to the committee established under these memoranda shall be understood to be performed by the Department Committee on Foreign Relations.

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Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

Feb. 3, 1939

Ordered
Feb. 6, 1939
#747
RWS

MEMORANDUM NO. 805

FILED

★ FEB 7 - 1939 P

APPOINTMENT OF DR. A. G. BLACK
AS A MEMBER OF THE BOARD OF DIRECTORS OF
THE FEDERAL CROP INSURANCE CORPORATION

Please return to the
Secretary's File Room

Pursuant to the powers vested in me by Section 505 of the Federal Crop Insurance Act, approved February 16, 1938, and Article II, Section 5, of the By-laws of the Federal Crop Insurance Corporation, I, H. A. Wallace, Secretary of Agriculture, do hereby appoint Dr. A. G. Black, Director of Marketing and Regulatory Work, United States Department of Agriculture, as a member of the Board of Directors of the Federal Crop Insurance Corporation, an agency of and within the Department of Agriculture. This appointment is effective as of the date of this order and will continue at the pleasure of the Secretary of Agriculture.

H. A. Wallace
Secretary of Agriculture

Dated: February 3, 1939.

DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.



MEMORANDUM NO. 10

FEB 17 1935

APPOINTMENT OF DR. A. G. BLAIR
AS A MEMBER OF THE BOARD OF DIRECTORS OF
THE FEDERAL CROP INSURANCE CORPORATION

Whereas the powers vested in me by Section 302 of the
Federal Crop Insurance Act, approved February 16, 1934, and Article
II, Section 8, of the By-Laws of the Federal Crop Insurance Corpora-
tion, I, H. A. Wallace, Secretary of Agriculture,
do hereby appoint Dr. A. G. Blair, Director of Marketing and
Regulatory Work, United States Department of Agriculture, as a mem-
ber of the Board of Directors of the Federal Crop Insurance Corpora-
tion, an agency of and within the Department of Agriculture. This
appointment is effective as of the date of this order and will
continue at the pleasure of the Secretary of Agriculture.

Secretary of Agriculture

Dated: February 17, 1935

gills

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 8, 1939

*Added
no 766
7/839
(K)*

MEMORANDUM NO. 806

A survey of the statutes administered by the Department of Agriculture shows that administrative hearings and quasi-judicial proceedings before the Secretary are provided for by the following:

Agricultural Marketing Agreement Act of 1937
Sugar Act of 1937
Perishable Agricultural Commodities Act
Farm Products Inspection Act (Annual Appropriation Acts)
Packers and Stockyards Act
x Federal Food, Drug, and Cosmetic Act
Commodity Exchange Act
Plant Quarantine Act
Naval Stores Act
Virus-Serum-Toxin Act
Sections 56-60, Public Act No. 320, 74th Congress

There is in the Office of the Solicitor a Hearing Clerk, who now performs for the Secretary the functions of handling and filing official documents and performing certain other services in connection with hearings and quasi-judicial proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56-60, Public Act No. 320, 74th Congress. It is deemed advisable that the duties now performed by the Hearing Clerk under these statutes should be performed also for all hearings and quasi-judicial proceedings before the Secretary of Agriculture or before a commission of which the Secretary of Agriculture is a member.

Effective immediately, therefore, under the general supervision of the Solicitor, the Hearing Clerk in the Office of the Solicitor is charged with the following duties with respect to all such administrative hearings and quasi-judicial proceedings:

Receiving, filing, and acknowledging the receipt of complaints, petitions, answers, briefs, arguments and all other documents which may be legally submitted to the Secretary or the Department of Agriculture.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

MEMORANDUM NO. 806

A survey of the statutes administered by the Department of Agriculture shows that administrative matters and quasi-judicial proceedings before the Secretary are provided for by the following:

Agricultural Marketing Agreement Act of 1937
Sugar Act of 1937
Perishable Agricultural Commodities Act
Farm Products Inspection Act (Animal Inspection Act)
Producers and Stock Raisers Act
Federal Food, Drug, and Cosmetic Act
Commodity Exchange Act
Plant Quarantine Act
Naval Stores Act
Virus-Serum-Toxin Act
Sections 26-30, Public Act No. 330, 74th Congress

There is in the Office of the Solicitor a Hearing Clerk who now performs for the Secretary the functions of handling and filing official documents and performing certain other services in connection with hearings and quasi-judicial proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 26-30, Public Act No. 330, 74th Congress. It is deemed advisable that the duties now performed by the Hearing Clerk under these statutes should be performed also for all hearings and quasi-judicial proceedings before the Secretary of Agriculture or before a commission at which the Secretary of Agriculture is a member.

Effective immediately, therefore, under the general supervision of the Solicitor, the Hearing Clerk in the Office of the Solicitor is charged with the following duties with respect to all such administrative hearings and quasi-judicial proceedings:

Receiving, filing, and acknowledging the receipt of complaints, petitions, answers, briefs, arguments and all other documents which may be legally submitted to the Secretary of the Department of Agriculture.

Receiving and filing complaints, notice of inquiry, orders to show cause, notices of hearing, designations, answers, briefs, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture.

Supervising the service upon the parties concerned of any of the above-described documents which are issued by the Secretary or other duly authorized officials of the Department and which are required to be served, and, where required, preserving proof of service.

Keeping a docket record of all documents and proceedings.

Filing a stenographic record of each administrative hearing.

Preparing for certification material required to be certified by the Secretary.

Performing any other clerical duties with respect to the documents relative to such matters as may be required to be performed.

It shall also be the duty of the Hearing Clerk to perform, in a manner to be approved by the bureau chiefs, the following services with respect to such hearings and quasi-judicial proceedings:

Arranging for a suitable hearing place.

Arranging for stenographic reporting of hearings and handling details in connection therewith, including, in cooperation with the Division of Purchase, Sales and Traffic, the letting of contracts and the checking of vouchers for reportorial services.

Preparing notices of hearing and designations of presiding officers.

Immediately upon their receipt by the Department, all documents of the character above described will be transmitted to the Hearing Clerk for docketing and filing.

Receiving and filing complaints, notices of inquiry, orders to show cause, notices of hearing, resolutions, answers, replies, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Justice.

Supervising the service upon the parties concerned of any of the above-described documents which are issued by the Secretary or other duly authorized officials of the Department and which are required to be served, and, where required, preserving proof of service.

Keeping a docket record of all documents and proceedings.

Filing a stenographic record of each administrative hearing.

Preserving for certification material required to be certified by the Secretary.

Performing any other clerical duties with respect to the documents relative to such matters as may be required to be performed.

It shall also be the duty of the Hearing Clerk to perform, in a manner to be approved by the Bureau Chief, the following services with respect to such hearings and quasi-judicial proceedings:

Arranging for a suitable hearing place.

Arranging for stenographic reporting of hearings and handling details in connection therewith, including, in cooperation with the Division of Purchase, Sales and Traffic, the letting of contracts and the checking of vouchers for reporter's services.

Preparing notices of hearing and designations of presiding officers.

Immediately upon their receipt by the Department, all documents of the character above described will be transmitted to the Hearing Clerk for docketing and filing.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

- 3 -

The Solicitor shall recommend, for designation by the Secretary, the persons who are to preside over administrative hearings and quasi-judicial proceedings.

The duties of the Hearing Clerk with reference to administrative proceedings under the Plant Quarantine Act shall embrace only the filing and keeping of the original documents constituting the record of each such proceeding, which record shall consist of the notice or notices of the hearing, the transcript of the testimony, and the order or orders of the Secretary therein. The Chief of the Bureau of Entomology and Plant Quarantine shall transmit all such documents to the Hearing Clerk as soon as practicable after they have been received by him.

governing the Department shall be those which the hearing clerk
not perform in connection with such hearings and proceedings
under the Agricultural Marketing Agreement Act of 1937, the
Sugar Act of 1937, and sections of the
Commerce. Mr. Strong recommends
for your signature to effectuate this proposal be changed so as
to make it applicable to the Bureau of Entomology and Plant
Quarantine only to the extent that it relates to the filing of
notices and reports with the Hearing Clerk.

J. A. Wallace

Secretary.

because of the similarity of the administrative proceed-
ings conducted by the Secretary under the Plant Quarantine Act,
it is recognized that the Hearing Clerk need not perform duties
in connection with such proceedings to the same extent as should
be performed in connection with departmental proceedings generally.
As a consequence, I offer no objection to having the memoranda
changed so as to confine the duties of the Hearing Clerk thereafter,
with reference to proceedings under the Plant Quarantine Act, to
the filing and keeping of the original documents constituting
the record of each such proceeding.

The memorandum prepared for your signature has been changed
so as to read accordingly. I recommend, therefore, that it be
now signed by you.

Respectfully yours,

Martin A. Miller

Solicitor.

The Solicitor shall recommend, for designation by the Secretary, the persons who are to preside over administrative hearings and quasi-judicial proceedings.

The duties of the Hearing Clerk with reference to administrative proceedings under the Plant Quarantine Act shall embrace only the filing and keeping of the original documents constituting the record of each such proceeding, which record shall consist of the notice or notices of the hearing, the transcript of the testimony, and the order or orders of the Secretary thereon. The Chief of the Bureau of Entomology and Plant Quarantine shall transmit all such documents to the Hearing Clerk as soon as practicable after they have been received by him.

CHW:llc

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR X

WASHINGTON, D.C.

FEB -7 1939

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I have read the memorandum of Mr. Strong, dated February 3, 1939, concerning the proposal to authorize the Hearing Clerk of this Office to perform duties with respect to administrative hearings and quasi-judicial proceedings under all of the statutes governing the Department similar to those which the Hearing Clerk now performs in connection with such hearings and proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56-60, Public Act No. 320, 74th Congress. Mr. Strong recommends that the memorandum prepared for your signature to effectuate this proposal be changed so as to make it applicable to the Bureau of Entomology and Plant Quarantine only to the extent that it embrace the filing of notices and reports with the Hearing Clerk.

Because of the informality of the administrative proceedings conducted by the Secretary under the Plant Quarantine Act, it is recognized that the Hearing Clerk need not perform duties in connection with such proceedings to the same extent as should be performed in connection with Departmental proceedings generally. As a consequence, I offer no objection to having the memorandum changed so as to confine the duties of the Hearing Clerk thereunder, with reference to proceedings under the Plant Quarantine Act, to the filing and keeping of the original documents constituting the record of each such proceeding.

The memorandum prepared for your signature has been changed so as to read accordingly. I recommend, therefore, that it be now signed by you.

Respectfully yours,

Martin B. White

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

FEB - 7 1933

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I have read the memorandum of Mr. Strong, dated February 5, 1933, concerning the proposal to authorize the Hearing Clerk of this Office to perform duties with respect to administrative hearings and quasi-judicial proceedings under all of the statutes governing the Department similar to those which the Hearing Clerk now performs in connection with such hearings and proceedings under the Agricultural Marketing Agreement Act of 1932, the Sugar Act of 1932, and Sections 55-59, Title Act No. 320, 1932. Mr. Strong recommends that the memorandum proposed for your signature to authorize this proposal be changed so as to make it applicable to the Bureau of Entomology and Plant Quarantine only to the extent that it embrace the filing of notices and reports with the Hearing Clerk.

Because of the informality of the administrative proceedings conducted by the Secretary under the Plant Quarantine Act, it is recognized that the Hearing Clerk need not perform duties in connection with such proceedings to the same extent as should be performed in connection with Departmental proceedings generally. As a consequence, I offer no objection to having the memorandum changed so as to confine the duties of the Hearing Clerk thereunder with reference to proceedings under the Plant Quarantine Act to the filing and keeping of the original documents constituting the record of each such proceeding.

The memorandum proposed for your signature has been changed so as to read accordingly. I recommend, therefore, that it be now signed by you.

Respectfully yours,

Walter B. Smith

Solicitor.

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE X

WASHINGTON, D. C.

February 3 1939

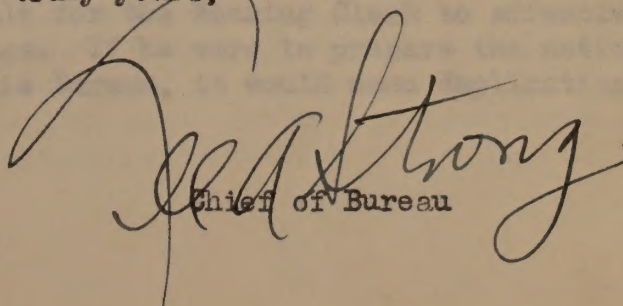
MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to our memorandum of January 20 commenting on the Solicitor's memorandum to you of December 16, 1938, recommending the extension of the duties of the hearing clerk in his office to serve the entire Department in performing various functions in connection with hearings or quasi-judicial proceedings before the Secretary of Agriculture.

Representatives of the Solicitor's office called at this office to discuss these memoranda. As a result of the discussion of the various questions involved it is believed the Solicitor's office appreciates the fact that most of the recommendations made in the memorandum of December 16 do not apply to this Bureau, the hearings held by which are not quasi-judicial. It was suggested by one of the representatives of the Solicitor's office that in the case of another Bureau a memorandum addressed to the Solicitor indicating a modification in the procedure set up for that Bureau had been initialed by him and the suggestion was that similar procedure be adopted in the case of this Bureau. Since none of the hearings of this Bureau falls within the class defined as quasi-judicial the question arises whether it is appropriate to take an exception by informal agreement between the Solicitor and the Chief of a Bureau to formal instructions that would presumably be issued by the Secretary it appears that the basic order might well take this into account and it is recommended, therefore, that any order that may be issued with respect to the functions of the hearing clerk in the Solicitor's office should specifically state that so far as the Bureau of Entomology and Plant Quarantine is concerned the order applies only to the filing by the hearing clerk of the notices and reports of hearings held by this Bureau.

Very truly yours,


Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE
WASHINGTON, D.C.

February 3, 1933

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Reference is made to our memorandum of January 30 commencing on the Solicitor's memorandum to you of December 18, 1932, recommending the extension of the office of the hearing clerk in his office to serve the entire Department in performing various functions in connection with hearings of quasi-judicial proceedings before the Secretary of Agriculture.

Representatives of the Solicitor's office called at this office to discuss these memoranda. As a result of the discussion of the various questions involved it is believed the Solicitor's office appreciates the fact that most of the recommendations made in the memorandum of December 18 do not apply to this Bureau, the hearings held by which are not quasi-judicial. It was suggested by one of the representatives of the Solicitor's office that in the case of another Bureau a memorandum addressed to the Solicitor indicating a modification in the procedure set up for that Bureau had been initiated by him and the suggestion was that similar procedure be adopted in the case of this Bureau. Since none of the hearings of this Bureau falls within the class defined as quasi-judicial the question arises whether it is appropriate to take an exception by informal agreement between the Solicitor and the Chief of a Bureau to formal instructions that would presumably be issued by the Secretary. It is recommended, therefore, that any order that may be issued with respect to the functions of the hearing clerk in the Solicitor's office should specifically state that so far as the Bureau of Entomology and Plant Quarantine is concerned the order applies only to the filing by the hearing clerk of the notices and reports of hearings held by this Bureau.

Very truly yours,

Chief of Bureau

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

WASHINGTON, D. C.

Solicitor
for comment
etc
JAN 20 1939

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Solicitor of the Department has furnished me with a copy of his memorandum to you of December 16, 1938, in which he recommends the extension of the duties of the Hearing Clerk in his office to serve the entire Department in performing various functions in connection with hearings or quasi-judicial proceedings before the Secretary of Agriculture. The Solicitor in his transmitting letter of December 16 asks that we consider the proposal and submit to you our reasons, if any, why the recommendation should not be approved.

It is respectfully recommended that the procedure not be fully extended to this Bureau. We are in accord with the Solicitor in his recommendation that there be filed in one official place in his office records of action by the Secretary and other important papers in connection with hearings and promulgations on plant quarantines. To a very large extent this Bureau is already doing this in cooperation with the Office of the Solicitor, and will be pleased to file therein any additional kinds of records or papers that the Solicitor may desire. However, the Bureau recommends that the other matters affecting plant quarantines be continued to be handled in this Bureau and not, as suggested, by the Solicitor. We believe that these other functions, which are largely administrative and clerical rather than quasi-judicial, can be more satisfactorily, expeditiously and economically performed by this Bureau. It is too much to expect, from a practical standpoint, that the Hearing Clerk can familiarize himself sufficiently with the technical objectives and procedures of the Bureau, so as to be prepared on short notice to handle, to the satisfaction of all concerned, the many details incident to the handling of the quarantine matters involved.

In view of the technical nature of the subject matter of our hearings, it would be difficult for the Hearing Clerk to effectively prepare the notices of hearings. If he were to prepare the notices from material furnished by this Bureau, it would mean duplication

UNITED STATES DEPARTMENT OF AGRICULTURE

BUREAU OF ENTOMOLOGY AND PLANT QUARANTINE

WASHINGTON, D. C.

APR 20 1932

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The Solicitor of the Department has furnished me with a copy of his memorandum to you of December 16, 1930, in which he recommended the extension of the duties of the Hearing Clerk in his office to serve the entire Department in performing various functions in connection with hearings or quasi-judicial proceedings before the Board of Agriculture. The Solicitor in his transmitting letter of December 16 asks that we consider the proposal and submit to you our response, if any, why the recommendation should not be approved.

It is respectfully recommended that the procedure not be fully extended to this Bureau. We are in accord with the Solicitor in his recommendation that there be filed in one official place in his office records of action by the Secretary and other important papers in connection with hearings and proceedings on plant quarantine. To a very large extent this Bureau is already doing this in cooperation with the Office of the Solicitor, and will be pleased to file therein any additional kinds of records or papers that the Solicitor may desire. However, the Bureau recommends that the matters affecting plant quarantine be continued to be handled in this Bureau and not, as suggested, by the Solicitor. We believe that these other functions, which are largely administrative and clerical rather than quasi-judicial, can be more satisfactorily, expeditiously and economically performed by this Bureau. It is too much to expect, from a practical standpoint, that the Hearing Clerk can familiarize himself sufficiently with the technical objectives and procedures of the Bureau, so as to be prepared on short notice to handle, to the satisfaction of all concerned, the many details incident to the handling of the quarantine matters involved.

In view of the technical nature of the subject matter of our hearings, it would be difficult for the Hearing Clerk to effectively prepare the notices of hearings. If he were to prepare the notices from material furnished by this Bureau, it would mean duplication

of work, extra clerical expense and delay in getting notices issued promptly. Also, the matter of determining whether a hearing should be held in Washington or in the field and the designation of officials to conduct the hearing should rest with the Chief of Bureau rather than with the Hearing Clerk. Furthermore, it would be particularly difficult for the Hearing Clerk to handle effectively such matters where the hearing is held in the field, inasmuch as any petitions, briefs, etc., regarding any plant quarantine subject that may be submitted to the Department, either at the hearing or subsequently, must be given careful consideration by the Bureau. The logical and most effective place for receiving, filing and acknowledging their receipt would appear to be in the Bureau. We have experienced no difficulty in obtaining suitable space in conducting hearings or in obtaining competent stenographic reporters. We would be glad to file with the Solicitor, if desired, copies of any stenographic reports made of hearings.

The Solicitor's memorandum suggests that when recourse to the Courts has been taken the official records of the Secretary are immediately available in the case of the matters now handled through the Hearing Clerk and the Solicitor believes that the establishment of a similar procedure for the other statutes under which the Secretary acts judicially or holds hearings would facilitate the legal work in connection with them in like manner. While we are not familiar with the other Acts referred to and consequently do not know intimately what significance attaches to hearings thereunder, it is presumed that some of them may be of importance because of the close relationship that they bear to court procedure. Rules as to the admissibility of evidence and weight that should be given to evidence may enter into the consideration particularly if any such hearings are or are likely to be subject to review by the courts. This does not apply with equal force to hearings held under the Plant Quarantine Act. In connection with these hearings the effort has been made to avoid giving the appearance of a legal proceeding in order that those who appear may feel free to offer their views as fully as they may wish. Furthermore, the Plant Quarantine Act obviously contemplates that the Secretary shall not be obliged to limit his action to that which might be predicated on information developed at the hearing. As a matter of practice we have endeavored at plant quarantine public hearings to present the information possessed by the Department for the benefit of those in attendance, after which all present are at liberty to comment on information developed by the Department or to develop information of their own. The Plant Quarantine Act, however, provides that before the Secretary shall promulgate his determination that it is

at work, extra clerical expense and delay in getting notices issued promptly. Also, the matter of determining whether a hearing should be held in Washington or in the field and the designation of officials to conduct the hearing should rest with the Chief of Bureau rather than with the Hearing Clerk. Furthermore, it would be more efficiently difficult for the Hearing Clerk to handle effectively such matters where the hearing is held in the field, inasmuch as any motions, briefs, etc., regarding any plant quarantine and test that may be submitted to the Department, either at the hearing or subsequently, must be given careful consideration by the Bureau. The logical and most effective place for receiving, filing and acknowledging their receipt would appear to be in the Bureau. We have experienced no difficulty in obtaining suitable space in conducting hearings or in obtaining competent stenographic reporters. We would be glad to file with the Collector, if desired, copies of any stenographic reports made of hearings.

The Collector's memorandum suggests that when recourse to the Courts has been taken the official records of the Secretary are immediately available in the case of the matters now pending through the Hearing Clerk and the Collector believes that the establishment of a similar procedure for the other states under which the Secretary acts judicially or holds hearings would facilitate the legal work in connection with them in like manner. While we are not familiar with the other Acts referred to and consequently do not know intimately what significance attaches to hearings thereunder, it is presumed that some of them may be of importance because of the close relationship that they bear to court procedure. As to the admissibility of evidence and weight that should be given to evidence may enter into the consideration particularly if any such hearings are or are likely to be subject to review by the Courts. This does not apply with equal force to hearings held under the Plant Quarantine Act. In connection with these hearings the Act has been made to avoid giving the appearance of a legal proceeding in order that those who appear may feel free to offer their views as fully as they may wish. Furthermore, the Plant Quarantine Act obviously contemplated that the Secretary shall not be obliged to limit his action to that which might be predicated on information developed at the hearing. As a matter of course we have endeavored at plant quarantine public hearings to present the information possessed by the Department for the benefit of those in attendance, after which all present are at liberty to comment on information developed by the Department or to develop information of their own. The Plant Quarantine Act, however, provides that before the Secretary shall promulgate his determination that it is

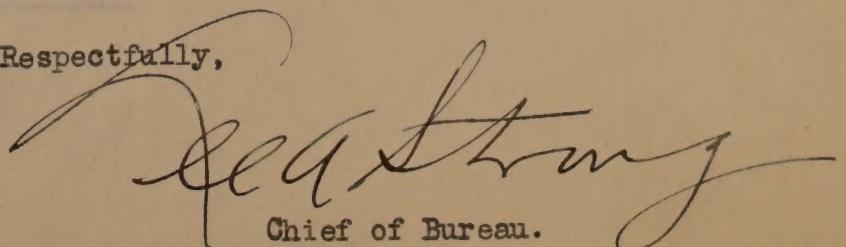
necessary to forbid the importation into the United States of certain articles, he shall, after due notice to interested parties, give a public hearing under such rules and regulations as he shall prescribe, at which hearing any person may be heard, either in person or by attorney. The same language is used in another place in the Plant Quarantine Act with only such changes as are necessary to meet the situation which would arise if the Secretary were considering the promulgation of a domestic rather than a foreign plant quarantine. In view of this provision in the Plant Quarantine Act for consideration of evidence that does not have to be limited to that made available at the hearing, it is believed the hearing itself does not possess the legal significance that might be the case with respect to other hearings held by the Department. The principal legal significance of the Plant Quarantine Act is that a hearing be held prior to the promulgation of a quarantine, that it be properly advertised and that it afford an opportunity to those present to express their views.

It is noted that it is proposed to have the Hearing Clerk provide the service upon the parties concerned of any quarantine orders issued by the Secretary, and, where necessary, preserve the proof of service. This would include notification, by registered mail, of the common carriers concerned, and the publication in newspapers selected by the Secretary of Agriculture of the establishment of the quarantine. We can see no advantage in having this work performed outside the Bureau.

We understand that the Hearing Clerk now prepares for certification, by rubber-stamp, material required to be certified by the Secretary, such as two white copies of any quarantines we submit.

The Solicitor lays stress on the quasi-judicial features of the various statutes, which features seem to be particularly important under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56 to 60, inclusive, of Public Act No. 320, 74th Congress. However, under the Plant Quarantine Act, the quasi-judicial features are few, while the administrative, technical and clerical features constitute most of the functions. Therefore it is believed the nature of the Plant Quarantine Act is such its enforcement will not be improved nor will the Secretary's relationship to its enforcement be strengthened or expedited by the procedure proposed by the Solicitor.

Respectfully,



Chief of Bureau.

necessary to forbid the importation into the United States of certain articles, he shall, after due notice to interested parties, give a public hearing under such rules and regulations as he shall prescribe, at which hearing any person may be heard, either in person or by attorney. The same language is used in another place in the Plant Quarantine Act with only such changes as are necessary to meet the situation which would arise if the Secretary were considering the promulgation of a domestic rather than a foreign plant quarantine. In view of this provision in the Plant Quarantine Act for consideration of evidence that does not have to be limited to that made available at the hearing, it is believed the hearing itself does not possess the legal significance that might be the case with respect to other hearings held by the Department. The principal legal significance of the Plant Quarantine Act is that a hearing be held prior to the promulgation of a quarantine, that it be properly advertised and that it afford an opportunity to those present to express their views.

It is noted that it is proposed to have the Hearing Clerk provide the service upon the parties concerned of any quarantine orders issued by the Secretary, and, where necessary, preserve the proof of service. This would include notification, by registered mail, of the common carriers concerned, and the publication in newspapers selected by the Secretary of a list of the establishment of the quarantine. We can see no advantage in having this work performed outside the Bureau.

We understand that the Hearing Clerk now prepares for certification, by rubber-stamp, material required to be certified by the Secretary, such as two white copies of any quarantine we submit.

The Solicitor lays stress on the quasi-judicial features of the various statutes, which features seem to be particularly important under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 88 to 90, inclusive, of Public Act No. 350, 74th Congress. However, under the Plant Quarantine Act, the quasi-judicial features are few, while the administrative, technical and clerical features constitute most of the functions. Therefore it is believed the nature of the Plant Quarantine Act is such its enforcement will not be improved nor will the Secretary's relationship to its enforcement be strengthened or expedited by the procedure proposed by the Solicitor.

Respectfully,

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR ^Y
WASHINGTON, D.C.

JAN 19 1939

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I have read the memorandum of Dr. Black, dated January 14, 1939, concerning the proposal to authorize the Hearing Clerk of this Office to perform duties with respect to administrative hearings and quasi-judicial proceedings under all of the statutes governing the Department similar to those which the Hearing Clerk now performs in connection with such hearings and proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56-60, Public Act No. 320, 74th Congress. It is noted that Dr. Black concurs in that proposal subject to certain objections which Mr. Kitchen had communicated to him with respect thereto.

As the result of a series of conferences which have been held by Mr. Kitchen and some of his associates with representatives of this Office, it is believed that arrangements satisfactory to Mr. Kitchen have been agreed upon and that Mr. Kitchen now offers no objection to the proposal.

Accordingly, I recommend that the memorandum, prepared for your signature and giving the authority necessary for the change in procedure incident to the effectuation of the proposal, be now signed by you.

Respectfully yours,

Martin G. White

Solicitor.

Approved: Subject to my memorandum of January 14
to the Solicitor, which has been approved
by him.

Beck Kitchen

Associate Chief

In Charge of Service and
Regulatory Work.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D.C.

JAN 19 1933

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I have read the memorandum of Mr. Black, dated January 14, 1933, concerning the proposed to authorize the hearing of this Office to parties entitled with respect to administrative hearings and quasi-judicial proceedings under all of the statutes governing the Department similar to those which the hearing clerk now performs in connection with such hearings and proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and sections 35-36, Public Act No. 330, 74th Congress. It is noted that Mr. Black concerns in that proposal subject to certain objections which Mr. Hitchcock had communicated to him with respect hereto.

As the result of a series of conferences which have been held by Mr. Hitchcock and some of his associates with representatives of this Office, it is believed that arrangements satisfactory to Mr. Hitchcock have been agreed upon and that Mr. Hitchcock now entertains no objection to the proposal.

Accordingly, I recommend that the memorandum, prepared for your signature and giving the authority necessary for the change in procedure herein as the effectuation of the proposal, be now signed by you.

Respectfully yours,

Solicitor

Approved: Subject to the memorandum of January 14, 1933, to the Solicitor, which has been approved by him.

[Signature]
Special Agent
In Charge of Service and
Regulatory Work.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

DIVISION OF OPERATION

January 16, 1939

MEMORANDUM FOR MR. P. H. APPLEBY

Dear Mr. Appleby:

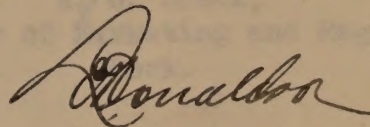
Commenting on the attached proposed memorandum delegating certain additional duties to the Hearing Clerk, your attention is directed to paragraph 3, sub paragraph 2, which reads as follows:

"Receiving and filing complaints, notice of inquiry, orders to show cause, notices of hearing, designations, answers, briefs, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture."

Since the approval of the Agricultural Adjustment Act of 1933 and subsequent acts, by instruction from your office, this section has been responsible for filing original marketing agreements, licenses and certain other documents issued by the Secretary incident to the promulgation thereof. These papers are filed in a fire-proof vault in this building.

If it is the intent of the proposed order that the Hearing Clerk shall hereafter file the class of documents described above, the question is raised as to whether those already filed in this office should be transferred to the Hearing Clerk.

Very truly yours,



L. E. Donaldson,
In Charge, Mail and Files Section.

Attachment.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

January 16, 1933

DIVISION OF OPERATION

MEMORANDUM FOR MR. T. E. ARMITAGE

Dear Mr. Armitage:

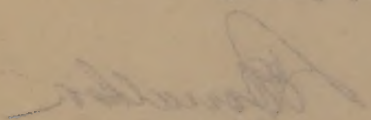
Commenting on the attached proposed memorandum delegating certain additional duties to the Hearing Clerk, your attention is directed to paragraph 3, and paragraph 2, which reads as follows:

"Receiving and filing complaints, notices of inquiry, orders to show cause, notices of hearing, decisions, answers, briefs, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture."

Since the approval of the Agricultural Adjustment Act of 1933 and subsequent acts, by instruction from your office, this section has been responsible for filing original memoranda, orders, licenses and certain other documents issued by the Secretary incident to the promulgation thereof. These papers are filed in a fire-proof vault in this building.

It is the intent of the proposed order that the Hearing Clerk shall hereafter file the class of documents described above, the question is raised as to whether these already filed in this office should be transferred to the Hearing Clerk.

Very truly yours,



J. E. Armitage,
In Charge, Mail and File Section.

Attachment.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

*Solicitor: then
for recommendation
P.H.L.*
January 14, 1939.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

I concur in the recommendations made in the Solicitor's memorandum of December 16, with respect to the extending of the functions of the Hearing Clerk, with one reservation. I am advised that Mr. Kitchen believes that certain proposals in the memorandum with respect to receiving and filing correspondence and other papers relating to complaints, should be clarified and the procedure pertaining thereto should be worked out more fully so as to make sure that those administering the various acts would not be handicapped because of delays that might arise, due to the physical location of the various papers relating to the various actions.

It is my understanding that these questions are at present being worked out in conference between members of the Solicitor's Office and of Mr. Kitchen's group. I am further advised that apparently there will not be any difficulty in working out satisfactory arrangements. I ask, therefore, that the proposal of the Solicitor not be approved by you until Mr. Kitchen has made his reply to you and until the possible modification of the Solicitor's memorandum be prepared.

Sincerely yours,

A. G. Black

A. G. Black,
Director of Marketing and Regulatory ~~X~~
Work.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 14, 1932

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

I concur in the recommendations made in the Solicitor's memorandum of December 16, with respect to the extending of the functions of the Hearing Clerk, with one reservation. I am advised that Mr. Kitchen believes that certain proposals in the memorandum with respect to receiving and filing correspondence and other papers relating to complaints, should be omitted and the procedure pertaining thereto should be worked out more fully so as to make sure that those administering the various acts would not be handicapped because of delays that might arise due to the physical location of the various papers relating to the various actions.

It is my understanding that these questions are at present being worked out in conference between members of the Solicitor's Office and of Mr. Kitchen's group. I am further advised that apparently there will not be any difficulty in working out satisfactory arrangements. I am, therefore, that the proposal of the Solicitor not be approved by you until Mr. Kitchen has made his reply to you and until the possible modification of the Solicitor's memorandum be prepared.

Sincerely yours,

A. C. Black,
Director of Marketing and Regulatory
Work.

Enclosures.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

1. J. H. Black
2. Mr. Donaldson
for comment
10/11/38
January 3, 1939.

MEMORANDUM FOR THE SECRETARY

I concur in the recommendations made in the Solicitor's memorandum of December 16 attached, with respect to the extension of the functions of the hearing clerk. I believe this will make for orderly procedure and accordingly have initialed the proposed departmental memorandum which accompanied the Solicitor's proposal.

There seem to me, however, to be possibly three points involved which ought to be cleared up, either by the Secretary's office, or should your office desire, they could be referred to Dr. Black, Director of Marketing and Regulatory Work, in which field all or most of the activities involved would fall, or to Mr. Eisenhower, the Executive Secretary of the Coordinating Committee. These are:

1. Do the bureaus principally involved concur? Mr. White's memorandum states that copies of his proposal have been sent to these bureaus.
2. Is the proposal O.K. from the standpoint of the handling of mails and files. Presumably the bureau concurrence would cover this in general but in addition I should think Mr. Donaldson in charge of the Secretary's Mails and Files ought to initial the proposed memorandum or express his opinion.
3. The last page of the proposed Secretary's memorandum provides:

"The Solicitor shall recommend, for designation by the Secretary, the persons who are to preside over administrative hearings and quasi-judicial proceedings."

I see no objection to this but I raise the question whether the Secretary ought to know, when called upon to make such designations, whether the proposed designees are also satisfactory to the head of the bureau primarily charged with the enforcement or administration of the activity involved.

W. A. F.
Director of Finance.

U. S. DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

GPO

December 23, 1938.

Dear Mr. Gladmon:

I think Mr. Hackett's suggestions are good and should be adopted. Accordingly, I have prepared a new draft of the proposed Secretary's order which incorporates both suggestions.


Solicitor.

October 20, 1955

Dear Mr. [Name]

I am writing to you in response to your letter of October 10, 1955, regarding the [subject]. I am sorry that I cannot give you a more definitive answer at this time, but the [subject] is still under consideration. I will be sure to let you know as soon as a final decision has been reached.

Sincerely,
[Signature]

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF DIRECTOR OF PERSONNEL
WASHINGTON, D. C.

....., 193

Mr. Gladman -
Hackett has
discussed his
suggestions
with the Solicitor
who agrees to them.
RSH

Mr. White:

Do you wish to
change the proposed
memo. to include the
suggestions made by
Mr. Hackett?

12/22

B. Gladman

May 10, 1906

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 4th inst.

and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully,

Yours very truly,

Wm. B. Ewing

Secretary of Agriculture

Washington, D. C.

Enclosed for you are two copies of a report on the progress of the work of the Bureau of Plant Industry during the year 1905.

I am, Sir, very respectfully,

Yours very truly,

Wm. B. Ewing

Secretary of Agriculture

Washington, D. C.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF DIRECTOR OF PERSONNEL
WASHINGTON, D. C.

December 19, 1938.

MEMORANDUM FOR MR. ROBERT S. HARE,
CHIEF, DIVISION OF CLASSIFICATION, PLANNING & SURVEYS

Dear Mr. Hare:

On the attached memorandum, prepared by the Solicitor for the signature of the Secretary, the following modifications are suggested:

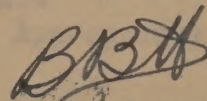
In the last paragraph on page 1 of the memorandum, after "Effective immediately, therefore," insert "under the general supervision of the Solicitor."

As the final paragraph of the memorandum, add:

"The Solicitor shall recommend, for designation by the Secretary, the persons who are to preside over administrative hearings and quasi-judicial proceedings."

The Solicitor concurs in these recommendations.

Very truly yours,


B. B. Hackett.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF DIRECTOR OF PERSONNEL
WASHINGTON, D. C.

December 19, 1938.

MEMORANDUM FOR MR. ROBERT S. HARE,
CHIEF, DIVISION OF CLASSIFICATION, TRAINING & SURVEYS

Dear Mr. Hare:

On the attached memorandum, prepared by the Solicitor for
the signature of the Secretary, the following modifications are
suggested:

In the last paragraph on page 1 of the memorandum,
after "Effective immediately, therefore," insert
"under the general supervision of the Solicitor."

As the final paragraph of the memorandum, add:

"The Solicitor shall recommend, for
designation by the Secretary, the persons who
are to preside over administrative hearings
and quasi-judicial proceedings."

The Solicitor concurs in these recommendations.

Very truly yours,

[Signature]
R. S. Packard

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

December 16, 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Under many of the Acts of Congress administered by the Department of Agriculture, the Secretary of Agriculture acts in a quasi-judicial capacity upon petitions, complaints, citations, and so forth, and in the issuance of orders and decisions after hearings held by him. In carrying out these provisions of the statutes, the Secretary assumes to a certain extent the status of a court, and his actions in such capacity are subject to review by the courts.

There is in the Office of the Solicitor a Hearing Clerk, who performs the function of handling, filing and recording documents filed with the Secretary and documents signed by the Secretary in his quasi-judicial capacity under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56 to 60, inclusive, of Public Act No. 320, 74th Congress. Under these statutes, the Hearing Clerk performs a function analagous to that of the clerk of a court.

Hearings and proceedings before the Secretary of Agriculture or before a commission of which the Secretary of Agriculture is a member are also provided for under the following statutes:

Perishable Agricultural Commodities Act
Farm Products Inspection Act (Annual Appropriation Acts)
Packers and Stockyards Act
Federal Food, Drug, and Cosmetic Act
Commodity Exchange Act
Plant Quarantine Act
Naval Stores Act
Virus-Serum-Toxin Act

It is respectfully recommended that a procedure be established whereby documents relative to hearings and quasi-judicial proceedings

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

December 18, 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

Under many of the Acts of Congress administered by the Department of Agriculture, the Secretary of Agriculture acts in a quasi-judicial capacity upon petitions, complaints, claims, and so forth, and in the issuance of orders and decisions after hearings held by him. In carrying out these provisions of the statutes, the Secretary assumes to a certain extent the status of a court, and his actions in such capacity are subject to review by the courts.

There is in the Office of the Solicitor a Hearing Clerk, who performs the function of handling, filing and recording documents filed with the Secretary and documents signed by the Secretary in his quasi-judicial capacity under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 85 to 90, inclusive, of Public Act No. 320, 74th Congress. Under these statutes, the Hearing Clerk performs a function analogous to that of the clerk of a court.

Hearings and proceedings before the Secretary of Agriculture or before a commission of which the Secretary of Agriculture is a member are also provided for under the following statutes:

Perishable Agricultural Commodities Act
Farm Products Inspection Act (Annual Appropriation Acts)
Packers and Stockyards Act
Federal Food, Drug, and Cosmetic Act
Commodity Exchange Act
Plant Quarantine Act
Federal Storage Act
Virus-Serum-Toxin Act

It is respectfully recommended that a procedure be established whereby documents relative to hearings and quasi-judicial proceedings

under the statutes enumerated above and any other hearings and quasi-judicial proceedings before the Secretary of Agriculture will be handled by the Hearing Clerk in the same manner as those under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56-60, Public Act No. 320, 74th Congress. More specifically, such a procedure would provide for the performance by the Hearing Clerk of the following functions with respect to all such administrative hearings and quasi-judicial proceedings:

Receiving, filing, and acknowledging the receipt of complaints, petitions, answers, briefs, arguments, and all other documents which may be legally submitted to the Secretary or the Department of Agriculture.

Receiving and filing complaints, notices of inquiry, orders to show cause, notices of hearing, designations, answers, briefs, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture.

Supervising the service upon the parties concerned of any of the above-described documents which are issued by the Secretary or other duly authorized officials of the Department and which are required to be served, and, where necessary, preserving proof of service.

Keeping a docket record of all documents and proceedings.

Filing a stenographic record of each administrative hearing.

Preparing for certification material required to be certified by the Secretary.

Performing any other clerical duties with respect to the documents relative to such matters as may be required to be performed.

This recommendation is made for the principal reason that, from the point of view of the administration of the legal work of the Department, it is more expedient to have the records of action by the Secretary in his judicial capacity, together with the evidence upon which his action is based, filed in one official place in the

under the statutes enumerated above and any other hearings and quasi-judicial proceedings before the Secretary of Agriculture will be handled by the Hearing Clerk in the same manner as those under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 55-60, Public Act No. 320, 74th Congress. More specifically, such a procedure would provide for the performance by the Hearing Clerk of the following functions with respect to all such administrative hearings and quasi-judicial proceedings:

Receiving, filing, and acknowledging the receipt of complaints, petitions, answers, briefs, arguments, and all other documents which may be legally submitted to the Secretary or the Department of Agriculture.

Receiving and filing complaints, notices of inquiry, orders to show cause, notices of hearing, decisions, answers, briefs, arguments, orders, and all other documents which may be promulgated or issued by the Secretary or other duly authorized officials of the Department of Agriculture.

Supervising the service upon the parties concerned of any of the above-described documents which are issued by the Secretary or other duly authorized officials of the Department and which are required to be served, and, where necessary, preserving proof of service.

Keeping a docket record of all documents and proceedings.

Filing a stenographic record of each administrative hearing.

Preparing for certification material required to be certified by the Secretary.

Performing any other clerical duties with respect to the documents relative to such matters as may be required to be performed.

This recommendation is made for the principal reason that from the point of view of the administration of the legal work of the Department, it is more expedient to have the records of action by the Secretary in his judicial capacity, together with the evidence upon which his action is based, filed in one official place in the

Department, rather than in the various bureaus. The Solicitor is charged with the duty of advising the Secretary and all other Department officials as to the requirements of law in the conduct of such proceedings and hearings, and also with the duty of standing ready to cooperate with the Department of Justice in upholding the action of the Secretary if an appeal is taken to a court from any of his decisions. The discharge of these duties with respect to such proceedings under the Agricultural Marketing Agreement Act of 1937, the Sugar Act of 1937, and Sections 56-60, Public Act No. 320, 74th Congress, has been greatly facilitated by the filing of the official documents with the Hearing Clerk in the Solicitor's Office. Although the Hearing Clerk acts for the Secretary in keeping such files and records, the work is performed under the supervision of the Solicitor, and the Solicitor has been enabled very readily to keep a direct check upon the sufficiency of the record and the adequacy of the opportunity for due process offered by the Secretary. When recourse is had to the courts, the official records of the Secretary are immediately available. It is believed that the establishment of a similar procedure for the other statutes under which the Secretary acts judicially or holds hearings would facilitate the legal work in connection with them in like manner.

It is believed that there would be advantages from the point of view of administration throughout the Department, as well as in the Solicitor's Office. The bureaus would, of course, be relieved of the responsibility of keeping these official records. Information could be promptly supplied from the Hearing Clerk's docket regarding any case, and information to which public agencies or private individuals would be entitled could be supplied to them by the Hearing Clerk.

If this recommendation is approved and the procedure adopted, there are certain other services which are now performed by the Hearing Clerk for the Agricultural Adjustment Administration, the Sugar Division, and the Bureau of Animal Industry (in connection with Public Act No. 320, 74th Congress), which, while of only secondary legal importance, might well be performed by the Hearing Clerk for the entire Department as a matter of convenience and expediency. The approval of the first recommendation need not in any way depend upon approval of this further suggestion, as the duty of handling and filing official papers with regard to quasi-judicial proceedings and hearings could very well be assumed by the Hearing Clerk without carrying with it these further responsibilities. But there are certain duties with regard to hearings, such as making arrangements for a suitable hearing place, taking responsibility for stenographic reporting and the making of the

Department, rather than in the various bureaus. The Solicitor is charged with the duty of advising the Secretary and all other Department officials as to the requirements of law in the conduct of such proceedings and hearings, and also with the duty of standing ready to cooperate with the Department of Justice in upholding the action of the Secretary if an appeal is taken to a court from any of his decisions. The discharge of these duties with respect to such proceedings under the Agricultural Marketing Agreement Act of 1937, the Capper Act of 1937, and Sections 16-30, Public Act No. 330, 74th Congress, has been greatly facilitated by the filing of the official documents with the Hearing Clerk in the Solicitor's Office. Although the Hearing Clerk acts for the Secretary in keeping such files and records, the work is performed under the supervision of the Solicitor, and the Solicitor has been enabled very readily to keep a direct check upon the efficiency of the record and the expediency of the opportunity for the process offered by the Secretary. When recourse is had to the courts, the official records of the Secretary are immediately available. It is believed that the establishment of a similar procedure for the other statutes under which the Secretary acts judicially or holds hearings would facilitate the legal work in connection with them in like manner.

It is believed that there would be advantages from the point of view of administration throughout the Department, as well as in the Solicitor's Office. The Bureau would, of course, be relieved of the responsibility of keeping these official records. Information could be promptly supplied from the Hearing Clerk's desk regarding any case, and information to which public agencies or private individuals would be entitled could be supplied to them by the Hearing Clerk.

It is recommended that the procedure be approved and the procedure adopted, there are certain other services which are now performed by the Hearing Clerk for the Agricultural Adjustment Administration, the Sugar Division, and the Bureau of Animal Industry (in connection with Public Act No. 330, 74th Congress), which, while of only secondary legal importance, might well be performed by the Hearing Clerk for the entire Department as a matter of convenience and expediency. The approval of the first recommendation need not in any way depend upon approval of this further suggestion, as the duty of handling and filing official papers with regard to quasi-judicial proceedings and hearings could very well be assumed by the Hearing Clerk without carrying with it these further responsibilities. But there are certain duties with regard to hearings, such as making arrangements for a suitable hearing place, taking responsibility for stenographic reporting and the making of the

record, and preparing the notice of hearing and the designation of the officer to conduct the hearing, which could be handled for the bureaus by the Hearing Clerk. Since these services are already being performed by the Hearing Clerk for the Agricultural Adjustment Administration, the Sugar Division, and the Bureau of Animal Industry (as previously indicated), there would be a greater uniformity of procedure throughout the Department if they were performed for all bureaus. It is believed that other advantages might follow from having all these details handled through one office. The experience gained in handling details relative to hearings would be used for the benefit of all bureaus, and practices might be developed with respect to hearings which would make for greater efficiency in the Department.

Your consideration of this recommendation and suggestion is respectfully requested.

Copies of this memorandum have been transmitted to Messrs. A. G. Black, John R. Mohler, J. W. T. Duvel, W. G. Campbell, Lee A. Strong, and C. W. Kitchen.

There is attached hereto a suggested memorandum which, if approved and signed by you, will give authority for this change in procedure.

Respectfully yours,

Martin S. White

Solicitor.

Attachment.

record, and preparing the notice of hearing and the designation of the officer to conduct the hearing, which would be handled for the Bureau by the Hearing Clerk. Since these services were already being performed by the Hearing Clerk for the Agricultural Adjustment Administration, the Sugar Division, and the Bureau of Animal Industry (as previously indicated), there would be a greater uniformity of procedure throughout the Department if they were performed for all bureaus. It is believed that other advantages might follow from having all these details handled through one office. The experience gained in handling details relative to hearings would be used for the benefit of all bureaus, and practices might be developed with respect to hearings which would make for greater efficiency in the Department.

Your consideration of this recommendation and suggestion is respectfully requested.

Copies of this memorandum have been transmitted to Messrs. A. G. Black, John A. Mohler, J. W. T. Dwyer, W. G. Campbell, Lee A. Strone, and C. W. Kitchen.

There is attached hereto a suggested memorandum which, if approved and signed by you, will give authority for this change in procedure.

Respectfully yours,

Collector.

Attachment.



FILED

★ FEB 17 1939 B

Please return to the
Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

February 15, 1939.

MEMORANDUM NO. 807

ORDER OF THE SECRETARY OF AGRICULTURE
CONCERNING THE MANAGEMENT OF THE FED-
ERAL SURPLUS COMMODITIES CORPORATION

1. Pursuant to the power vested in the Secretary of Agriculture by Public Act No. 165, 75th Congress, approved June 28, 1937, and the by-laws of the Federal Surplus Commodities Corporation, it is hereby ordered and directed that, on and after February 1, 1939, the management of the Federal Surplus Commodities Corporation shall be vested in the President of the Corporation, subject to the direction and supervision of the Secretary of Agriculture.

2. The business and operations of the Corporation shall be conducted pursuant to the established (departmental) procedures and regulations of the Department of Agriculture, except that, when authorized or approved by the Secretary, the purchasing, exchanging, processing, distributing, disposing, transporting, storing, and handling of agricultural commodities and products thereof, and the payment of the inspection costs, commissions, and other incidental costs and expenses in connection therewith, shall be exempt from the provisions of existing law, as provided in Public Act No. 165, 75th Congress. Such approval is hereby given in connection with those programs approved by the Secretary of Agriculture prior to February 1, 1939, unless otherwise expressly indicated by the Secretary.

3. The President of the Corporation shall function under the direction of, and be responsible to, the Secretary of Agriculture, through the Director of Marketing and Regulatory Work.

4. The other officers of the Corporation shall be subject to the direction of, and responsible directly to, the President of the Corporation, except as may be otherwise authorized or directed by the Secretary.

5. The President of the Corporation may designate such

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED
FEB 17 1935
U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.



February 15, 1935

MEMORANDUM NO. 807

CHIEF OF THE BUREAU OF AGRICULTURE
CONCERNING THE MANAGEMENT OF THE
FEDERAL BUREAU OF INVESTIGATION

1. Pursuant to the power vested in the Secretary of Agriculture by Public Act No. 165, 75th Congress, approved June 28, 1937, and the by-laws of the Federal Bureau of Investigation Corporation, it is hereby ordered and directed that, on and after February 1, 1939, the management of the Federal Bureau of Investigation Corporation shall be vested in the President of the Corporation, subject to the direction and supervision of the Secretary of Agriculture.

2. The business and operations of the Corporation shall be conducted pursuant to the established (departmental) procedures and regulations of the Department of Agriculture, except that, when authorized or approved by the Secretary, the purchasing, exchanging, processing, distributing, disposing, transporting, storing, and handling of agricultural commodities and products thereof, and the payment of the inspection costs, commissions, and other incidental costs and expenses in connection therewith, shall be exempt from the provisions of existing law, as provided in Public Act No. 165, 75th Congress, which approval is hereby given in connection with those provisions approved by the Secretary of Agriculture prior to February 1, 1939, unless otherwise expressly indicated by the Secretary.

3. The President of the Corporation shall function under the direction of, and be responsible to, the Secretary of Agriculture, through the Director of Marketing and Regulatory Services.

4. The other officers of the Corporation shall be subject to the direction of, and responsible directly to, the President of the Corporation, except as may be otherwise authorized or directed by the Secretary.

5. The President of the Corporation may designate such

agents to act for and on behalf of the Corporation as may be necessary to carry out the directions of the Secretary.

6. The institution of programs, the amendment or termination thereof, and the allocation and transfer of funds, shall be covered by dockets approved by the Associate Administrator of the Agricultural Adjustment Administration in charge of the Division of Marketing and Marketing Agreements, the Solicitor, the Director of Finance, the Director of Marketing and Regulatory Work, and the Secretary of Agriculture.

7. Any contracts requiring formal execution by the Corporation may be executed, in its name, by the President of the Corporation, attested by the Secretary or Assistant Secretary of the Corporation, and the corporate seal may be affixed thereto.

8. The President of the Corporation shall, hereafter, have and exercise all the powers and functions heretofore delegated by the Secretary to the Executive Committee of the Corporation in connection with any and all programs which the Secretary has heretofore authorized and directed the Executive Committee to execute.

9. In the absence or inability of the President of the Corporation to act, a vice-president thereof, designated by the President for the purpose, shall have the powers and responsibilities herein conferred upon the President of the Corporation.

10. The power and authority conferred upon F. A. Silcox by resolution of the Board of Directors, adopted November 14, 1938, in connection with the operations of the Northeastern Timber Salvage Administration are not affected by this memorandum.

IN WITNESS WHEREOF, H. A. Wallace
Secretary of Agriculture of the United
States, has hereunto set his hand and
caused the official seal of the
Department of Agriculture to be affixed
in the city of Washington, District of
Columbia, this 15th day of February
1939.


H A Wallace
Secretary of Agriculture.

agents to act for and on behalf of the Corporation as may be necessary to carry out the directions of the Secretary.

6. The institution of programs, the amendment or termination thereof, and the allocation and transfer of funds, shall be covered by checks approved by the Associate Administrator of the Agricultural Adjustment Administration in charge of the Division of Marketing and Marketing Agreements, the Solicitor, the Director of Finance, the Director of Marketing and Regulatory Work, and the Secretary of Agriculture.

7. Any contracts requiring formal execution by the Corporation may be executed, in its name, by the President of the Corporation, attested by the Secretary or Assistant Secretary of the Corporation, and the corporate seal may be affixed thereto.

8. The President of the Corporation shall, hereafter, have and exercise all the powers and functions heretofore delegated by the Secretary to the Executive Committee of the Corporation in connection with any and all programs which the Secretary has heretofore authorized and directed the Executive Committee to execute.

9. In the absence or inability of the President of the Corporation to act, a vice-president thereof, designated by the President for the purpose, shall have the powers and responsibilities herein conferred upon the President of the Corporation.

10. The power and authority conferred upon F. A. Silcox by resolution of the Board of Directors, adopted November 14, 1938, in connection with the operations of the Northeastern Timber Salvage Administration are not affected by this memorandum.

IN WITNESS WHEREOF, H. A. Wallace,
Secretary of Agriculture of the United States, has hereunto set his hand and caused the official seal of the Department of Agriculture to be affixed in the City of Washington, District of Columbia, this 14th day of February, 1939.

Secretary of Agriculture.



FEDERAL REGISTER. DOCUMENT

Title of document:

Order of the Secretary of Agriculture amending
Memorandum #807

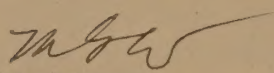
FEB 3- 1940

Originating Office: F. S. C. C.

This document ~~is~~ for publication in
is not
the Federal Register. The document

should be signed by the Secretary or, in his
absence, by the Acting Secretary.

~~may be signed by the Under Secretary or Assistant
Secretary.~~


Solicitor.

Title of document:

Order of the Board of Governors of the Federal Reserve System, dated February 3, 1940.

FEB 3 - 1940

Originating Office:

This document is for publication in the Federal Register. The document is not

to be published in the Federal Register. It is to be published in the Federal Register.

and the Secretary of the Board of Governors of the Federal Reserve System.

Solicitor.

2 files

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR *X*
WASHINGTON, D.C.

FEB -9 1939 *X*

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

As requested, there is attached a proposed order of the Secretary of Agriculture concerning the management of the Federal Surplus Commodities Corporation. By amendment to the certificate of incorporation certified to by the Secretary of State of the State of Delaware on December 28, 1938, the management of the corporation was vested in the board of directors, or in such person or persons as the by-laws of the corporation might provide. As amended, the by-laws provide that the Secretary of Agriculture shall have and may exercise the powers of the board of directors in the management of the business and affairs of the corporation.

The attached memorandum delegates certain powers of the Secretary of Agriculture in connection with the management of the corporation to the president of the corporation, subject to the direction and supervision of the Secretary, and further directs that the affairs of the corporation be conducted in much the same manner as any bureau of the Department.

Respectfully yours,

Martin G. White

Solicitor. *X*

Attachment.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

FEB - 4 1938

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

As requested, there is attached a proposed order of the Secretary of Agriculture concerning the management of the Federal Cattle Raisers Corporation. By amendment to the certificate of incorporation certified to by the Secretary of State of the State of Delaware on December 22, 1933, the management of the corporation was vested in the board of directors, or in such person or persons as the by-laws of the corporation might provide. As amended, the by-laws provide that the Secretary of Agriculture shall have and may exercise the powers of the board of directors in the management of the business and affairs of the corporation.

The attached memorandum delegates certain powers of the Secretary of Agriculture in connection with the management of the corporation to the President of the corporation, subject to the direction and supervision of the Secretary, and further directs that the affairs of the corporation be conducted in such the same manner as any bureau of the Department.

Respectfully yours,

Solicitor.

Attachment.

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL SURPLUS COMMODITIES CORPORATION
WASHINGTON, D. C.

FEB 8 1940 X

MEMORANDUM TO THE SECRETARY

Re: Amendment to Memorandum No. 807

Dear Mr. Secretary:

The attached amendment to Memorandum No. 807, concerning the management of the Federal Surplus Commodities Corporation, is submitted to you for your consideration and approval.

Under Paragraph 7 of the existing memorandum it is necessary that the President of the Corporation execute all contracts entered into by the Corporation. While Paragraph 9 of your memorandum permits the delegation of certain powers to the Vice President, it has been ruled that this authority cannot be delegated if I am in my office.

I feel that the handling of the business of the Corporation would be expedited by authorizing me to designate an officer of the Corporation to assume this duty and therefore recommend your approval of the attached memorandum.

Sincerely yours,

Wm. Perkins

President

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
FEDERAL SURPLUS COMMODITIES CORPORATION
WASHINGTON, D. C.

FEB 8 1948

MEMORANDUM TO THE SECRETARY

Re: Amendment to Memorandum No. 807

Dear Mr. Secretary:

The attached amendment to Memorandum No. 807, concerning the management of the Federal Surplus Commodities Corporation, is submitted to you for your consideration and approval.

Under Paragraph 7 of the existing memorandum it is necessary that the President of the Corporation execute all contracts entered into by the Corporation. While Paragraph 8 of your memorandum permits the delegation of certain powers to the Vice President, it has been ruled that this authority cannot be delegated. As I am in my office.

I feel that the handling of the business of the Corporation would be expedited by authorizing me to designate an officer of the Corporation to assume this duty and therefore recommend your approval of the attached memorandum.

Sincerely yours,

W. L. Fisher

President

Attachment

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

FEB 3 - 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The accompanying docket contains an amendment to paragraph 7 of Memorandum No. 807 signed by the Secretary of Agriculture on the fifteenth day of February 1939.

The amendment will permit the President of the Federal Surplus Commodities Corporation to delegate the authority granted to him by the Secretary in Memorandum No. 807 to execute contracts requiring formal execution by the Corporation.

The Secretary has the authority to execute the amendment contained in the docket, pursuant to Public Law No. 165, 75th Congress, approved June 28, 1937, which placed the Corporation under the direction of the Secretary, and pursuant to the by-laws of the Corporation.

Respectfully,

Martin S. White

Solicitor.

Attachments.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

FEB 3 - 1940

MEMORANDUM FOR THE SECRETARY

Dear Mr. Secretary:

The accompanying booklet contains an amendment to paragraph 7 of Memorandum No. 807 signed by the Secretary of Agriculture on the fifteenth day of February 1937.

The amendment will permit the President of the Federal Surplus Commodities Corporation to delegate the authority granted to him by the Secretary in Memorandum No. 807 to execute contracts regarding formal execution by the Corporation.

The Secretary has the authority to execute the amendment contained in the booklet, pursuant to Public Law No. 185, 75th Congress, approved June 28, 1937, which placed the Corporation under the direction of the Secretary, and pursuant to the by-laws of the Corporation.

Respectfully,

Walter L. White
Solicitor.

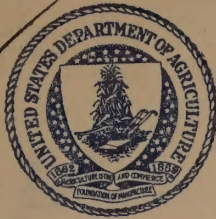
Attachments.

Chiefs of Bureaus

2-12-40

Ordered
no 986
7/13/40
@

2000



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★ FEB 15 1940 M

Please return to the
Secretary's File Room

MEMORANDUM NO. 807, Supl. No. 1

ORDER OF THE SECRETARY OF AGRICULTURE
AMENDING MEMORANDUM NO. 807

Pursuant to the power vested in the Secretary of Agriculture by Public Law No. 165, 75th Congress, approved June 28, 1937, as amended, and the By-Laws of the Federal Surplus Commodities Corporation, it is hereby ordered and directed that paragraph 7 of Memorandum No. 807, executed by the Secretary of Agriculture on the 15th day of February 1939, be deleted therefrom and the following inserted in lieu thereof:

"7. All contracts and documents requiring formal execution by the Corporation may be executed, in its name, by the President of the Corporation, or by such other officer of the Corporation as the President may designate for the purpose, attested by the Secretary or Assistant Secretary of the Corporation, and the corporate seal may be affixed thereto."

Done at Washington, D. C., this
12th day of February 1940.
Witness my hand and the seal of
the Department of Agriculture.

H A Wallcut
Secretary of Agriculture.

• 24.000 to 25.000

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Chiefs of Bureaus

Order 817
2/27/39
(2)

February 25, 1939.

FILED

★ MAR 1 - 1939 P

Please return to the
Secretary's File Room

MEMORANDUM NO. 808

In order to insure continued cooperation and unity in the library work of the Department, general oversight over all library work in the Department is assigned to the Department Librarian.

All recommendations for appointments to positions in library work in bureaus and offices shall be forwarded to the Office of Personnel only after consultation with the Department Librarian, and after the latter's approval is indicated by concurrence appropriately shown on the recommendation.

H A Wallace

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

★ MAR 1 - 1939 P

Please return to the
Secretary's Room

MEMORANDUM NO. 508

In order to insure continued cooperation and unity
in the library work of the Department, general oversight
over all library work in the Department is assigned to the
Department Librarian.

All recommendations for appointments to positions
in library work in bureaus and offices shall be forwarded
to the Office of Personnel only after consultation with
the Department Librarian, and after the latter's approval
is indicated by concurrence appropriately shown on the
recommendation.

Secretary

Library, Agl. Dept.
1-26-39

THE POLICIES OF THE U. S. DEPARTMENT OF AGRICULTURE LIBRARY
PERTAINING PARTICULARLY TO
A UNIFIED LIBRARY ADMINISTRATION FOR THE WHOLE DEPARTMENT

The fundamental policy of the Library of the Department was established at the time of reorganization, more than 45 years ago, and may be described as an effort to maintain a unified library administration for the whole Department. With the growth of the Department and the Library, it has been gradually developed from year to year. Before explaining it in detail, it may be helpful to give a summary of the policy as a whole.

1. To make the scope of the Library conform with the actual needs of the Department but to specialize in the subjects of agriculture and the related sciences and to make the collections on these subjects as complete and comprehensive as possible.
2. To cooperate with the Library of Congress and other Government libraries and to make full use of the privileges which they offer.
3. To unify all the library work of the Department by a centralization of the library administration.
4. To consolidate the collections in the main Library in so far as is consistent with good library service, due regard being given to the distance of offices and laboratories from the main Library.
5. To make all the library resources of the Department available for the use of the whole Department.
6. To maintain in the main Library a complete catalog of all the library resources of the whole Department.
7. To make elastic and adaptable the administration of the collections and the service of the library staff as a whole in order always to be able to meet any needs due to changes in organization and location of bureaus and offices.
8. To concentrate in the main Library in so far as practicable the cataloging and indexing, also the work connected with the acquisition of books and periodicals, and the work connected with the circulation of the books, in order to prevent the unnecessary duplication of records and in order that the librarians of the bureaus may devote their time more particularly to reference and bibliographical work and to the problem of increasing the service of the Library to their respective bureaus.

THE POLICY OF THE U. S. DEPARTMENT OF AGRICULTURE LIBRARY
PREPARED BY THE LIBRARY
A UNITED LIBRARY ADMINISTRATION FOR THE WHOLE DEPARTMENT

The fundamental policy of the Library of the Department was established at the time of reorganization, more than 45 years ago, and may be described as an effort to maintain a unified library administration for the whole Department. With the growth of the Department and the library, it has been gradually developed from year to year. Before explaining it in detail, it may be helpful to give a summary of the policy as a whole.

1. To make the scope of the library conform with the actual needs of the Department but to specialize in the subjects of agriculture and the related sciences and to make the collection on these subjects as complete and comprehensive as possible.
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3. To unify all the library work of the Department by a centralization of the library administration.
4. To consolidate the collections in the main library in so far as is consistent with good library service, the regard being given to the distance of offices and laboratories from the main library.
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9. To make the Library serve as a bibliographical information center for the Department and as a center of general information regarding the work and workers of the Department.
10. In general, to make the Library the national agricultural library not only by serving the Department in all its work in behalf of the agriculture of the country, but also by extending the Library's bibliographical service and the use of its collections to the scientific workers connected with the State agricultural colleges and experiment stations, and other research and government institutions, in so far as this can be done without undue interference with the work of the Department.

To give a better understanding of what is meant by a unified library administration for the Department, it will be discussed under its three main aspects:

(1) Centralization of the collections, (2) Centralization of the library personnel on a single payroll, and (3) Centralization of administration.

The first will be discussed very briefly as it is not now under special consideration. It is the two other aspects of the problem to which it is desired to direct attention at this time.

1. Centralization of collections

Centralization of the collections has, in general, been advocated by the Library, but it has been a policy difficult of realization because it has necessarily been dependent upon adjustments of space. The latter are largely governed by conditions over which the Library has had little control, but in more recent years various factors have been operating toward a greater centralization of the collections, particularly since the erection of the South Building and the provision for permanent quarters for the Library. The experience of the past has seemed to indicate that centralization of the bulk of the collections in the main Library is the wiser policy toward which to work as circumstances permit. In other words, it seems advisable that the collections in the bureaus should be limited at least to small working collections of books and periodicals frequently used.

2. Centralization of the Library personnel on a single payroll

The librarians and assistants in the branch libraries are employees of the bureaus and are all carried on the bureau rolls, having been appointed by the bureaus from time to time to meet some special need. A provision of the Library appropriation for 1912 permits the detailing of library assistants from the bureaus to the Library, or vice versa. This has been most helpful both to the main Library and to the bureau libraries, and has been an important part of the in-training activities of the Library. It also promotes cooperation and understanding. It is believed that the bureaus should always continue to pay the salaries of their library assistants as this plan gives greater elasticity and permits greater freedom in the development of the library work of the bureaus. It also has been an important factor in the development of the library work of the Department as a whole. If the Department Library paid all of the salaries of the library staffs of the bureaus, it would be difficult to do for one bureau what the Library was not prepared to do for any other bureau. In the present arrangement it is possible for a bureau to employ library assistants to do any special piece of work or to perform any special service which it needs to have done and they may have their desks in the bureaus or they may be detailed to work in the main Library if this arrangement seems desirable. The important point which it is desired to make clear is that a unified library administration does not imply a segregation of all library positions of the Department on a single roll. Such a segregation is not recommended and is not deemed advisable.

3. Centralization of administration

At the present time there are 14 branches in the bureaus and divisions and 3 sub-branches, or 17 library units in all. By centralization of the

2. Centralization of the library personnel on a single roll

The librarians and assistants in the branch libraries are employees of the bureau and are all carried on the bureau rolls, having been appointed by the bureau from time to time to meet some special need. A provision of the library appropriation for 1915 permits the detailing of library assistants from the bureau to the library, or vice versa. This has been most helpful both to the main library and to the branch libraries, and has been an important part of the in-training activities of the library. It also promotes cooperation and understanding. It is believed that the bureau should always continue to pay the salaries of their library assistants as this gives greater elasticity and permits greater freedom in the development of the library work of the bureau. It also has been an important factor in the development of the library work of the Department as a whole. If the Department library staff all of the salaries of the library staffs of the bureau, it would be difficult to do for one bureau what the library was not prepared to do for any other bureau. In the present arrangement it is possible for a bureau to employ library assistants to do any special piece of work or to perform any special service which it needs to have done and they may have their desks in the bureau or they may be detailed to work in the main library if this arrangement seems desirable. The important point which it is desired to make clear is that a unified library administration does not imply a segregation of all library positions of the Department on a single roll. Such a segregation is not recommended and is not deemed advisable.

3. Centralization of administration

At the present time there are 14 bureaus in the bureau and divisions and 3 sub-bureaus, or 17 library units in all. By centralization of the

library administration is meant the handling of these various libraries of the Department as a single unified system rather than as separate and independent units. Previous to the reorganization of the Library in 1893 the collections of books which were located in the various divisions and offices were not cataloged and were administered quite independently of the main Library. As a result of the Library's policy of centralization of administration, the collections have gradually, step by step, and year after year, been knit together and administered more and more as one library for the whole Department.

The frequent changes in the organization of the bureaus and divisions of the Department and in the location of the offices have made this centralization of library administration seem necessary. The history of the Department shows that few fiscal years have gone by that have not brought some changes in the organization of the Department. New offices and bureaus have been formed and new lines of work have been taken up. Offices have been discontinued or merged with other bureaus and occasionally, though not often, certain lines of work have been dropped. The Department is not static. It is a growing, expanding organization. These changes in organization have naturally made necessary frequent adjustments in office space. It is only natural that such changes in organization and in the location of the offices should affect the Library, there being few if any of the offices and laboratories which do not make use of the Library. That the changes have led to no confusion in regard to the library collections has been due to the fact that they have in the main been administered as parts of a unified system with a uniform library classification. In other words, the centralized administration of the Library has made possible elasticity in the handling of the collections, an absolutely necessary condition for library efficiency in an organization such as the Department which is constantly changing.

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library classification. In other words, the centralized administration of
the library has made possible elasticity in the handling of the collections,
an absolutely necessary condition for library efficiency in an organization such
as the Department which is constantly changing.

Other gains from the policy of centralized administration have been the accomplishment of an approximately complete catalog in the main Library of all the library resources of the Department; availability of all the library resources of the whole Department; greater economy through the elimination of unnecessary duplication of books and periodicals; insurance of cooperation and stability and continuity in the Library work of the Department. The policy has been a development and a growth and has, it is believed, come to be recognized as a desirable policy, simply because it has seemed to meet best the needs of the Department.

The Library has been greatly aided in the carrying out of its policy by the fact that Congress passed a law* in 1898 limiting the purchase of books and periodicals to appropriations specifically mentioning books and periodicals. This law applies to all government departments alike. After its passage, the Committee on Agriculture in Congress, which up to the year 1921 passed upon the Departmental appropriations, seemed to be consistently in favor of limiting the purchase of books and periodicals in the Department to the Library appropriation. Although the Library was in no way connected with the passage of the law and was not instrumental in any way in suggesting or directing the policy of the Agricultural Committee in regard to it, the law has been of vital importance to the Library from an administrative point of view, as the control over the purchase of books was for so many years centered in the Library.

However, in certain acts** administered by the Department which have been passed in the law few years by Congress, authority has been provided for the purchase of books and periodicals. While it is believed most desirable to

*30 Statutes at large, section 277. For the discussion in Congress leading up to the passage of this law, see the Congressional Record for December 15, 1897, p. 181-182.

**A list of these acts which contain authority for the purchase of books and periodicals is available.

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all the library resources of the Department; availability of all the library
resources of the whole Department; greater economy through the elimination
of unnecessary duplication of books and periodicals; increase of cooperation;
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However, in certain cases** administered by the Department which have been
passed in the few years by Congress, authority has been provided for the
purchase of books and periodicals. While it is believed most desirable to
*50 Statutes at Large, section 577. The discussion is contained leading up to
the passage of this law, see the Congressional Record for December 15, 1933,
p. 141-142.
**A list of these laws which contain authority for the purchase of books and
periodicals is available.

centralize the purchase of books and periodicals in the Library, it does not seem advisable to cut the Library off from the advantage of additional book funds which the provision in these acts makes possible, particularly in view of the fact that the Library's funds for the purchase of books and periodicals have never been adequate. On the other hand, in the consideration of the Library appropriation, both the Bureau of the Budget and Congressional Committees have been influenced by the fact that they think practically all of the books of the Department are purchased from the one fund of the Library. This thought that the requests of the workers of the Department for books flow through a central division which must consider the task of supplying the whole Department with books within a limited amount has tended to give them the assurance that the purchase of books is restricted to those really necessary for the administration of the Department. In this connection the Budget Officer of the Department has expressed the conviction that this idea of the Library as a central point for the procurement of books has a definite value and that the idea should be protected by some administrative ruling for the general interest of the Department as a whole. Such an administrative ruling was signed by the Secretary on January 14 and it is expected that it will be issued soon.

Recommendations

In all the library work it is important that there should be full cooperation and that the work should be so correlated as to give the maximum service to the whole Department. As long as the need for unity and solidarity in the work of the Department as a whole is recognized and acknowledged, there is the same need for unity in the library work of the Department. It is toward this end that the efforts of the Library are being directed.

The present time is a critical period in the history of the Library (1) because of the greatly expanded activities of the Department both in Washington

...the purchase of books and periodicals in the library. It does not seem advisable to put the library out from the advantage of additional book funds which the provision in these act makes possible, particularly in view of the fact that the library's funds for the purchase of books and periodicals have never been adequate. On the other hand, in the consideration of the library appropriation, both the Bureau of the Budget and Congressional Committees have been influenced by the fact that they think practically all of the books of the Department are purchased from the one fund of the library. This figure that the requests of the workers of the Department for books flow through a central division which must consider the task of supplying the whole Department with books within a limited amount has tended to give them the impression that the purchased books are restricted to those really necessary for the administration of the Department. In this connection the Budget Officer of the Department has expressed the conviction that this idea of the library as a central point for the procurement of books has a definite value and that the same should be protected by some administrative ruling for the general interest of the Department as a whole. Such an administrative ruling was signed by the Secretary of the Library and it is expected that it will be issued soon.

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UNITED STATES DEPARTMENT OF AGRICULTURE

and in the field; (2) because of the changes in the organization of the Department; (3) because of the increased authority for the purchase of books and periodicals from bureau funds; (4) because of the establishment of the National Agricultural Research Center and the regional laboratories; and (6) because of the recent policies of the Department affecting employee training. It will be evident that greatly increased funds for books and trained personnel are needed but in addition the Library needs strengthening in its administration if a unified library administration is to be assured. This, it is believed, can best be assured by giving to the Librarian of the Department definite authority over the administration of the branch libraries and definite responsibility in connection with the appointment of the library personnel not simply of the main Library but also of the branch libraries in the bureaus and offices.

The following administrative rulings are, therefore, recommended to supplement the administrative ruling regarding the purchase of books: (1) a ruling placing the library work of the Department under the general direction of the Librarian of the Department, (2) a ruling that no library appointments to positions in the bureaus be made without consultation with the Librarian of the Department.

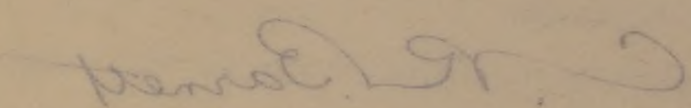
C. R. Barnett

Librarian. *x*

26 January 1939

and in the field; (2) because of the changes in the organization of the Department; (3) because of the increased authority for the purchase of books and periodicals from Bureau funds; (4) because of the establishment of the National Agricultural Research Center and the regional laboratories; and (5) because of the recent policies of the Department affecting employee training. It will be evident that greatly increased funds for books and trained personnel are needed but in addition the library needs strengthening in its administration. It is believed that library administration is to be assured. This, it is believed, can best be assured by giving to the librarian of the Department definite authority over the administration of the branch libraries and definite responsibility in connection with the appointment of the library personnel not simply of the main library but also of the branch libraries in the bureaus and offices.

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Librarian

26 January 1939

Library, Agl. Dept. +

UNITED STATES DEPARTMENT OF AGRICULTURE
LIBRARY
WASHINGTON, D. C.

OFFICE OF THE LIBRARIAN

9 February 1939

Mr. Roy F. Hendrickson,

Director of Personnel.

Dear Mr. Hendrickson:

Your prompt approval of the recommendation included in my statement on the policy of the Library which I discussed with you on January 26 is greatly appreciated and has been most encouraging to me.

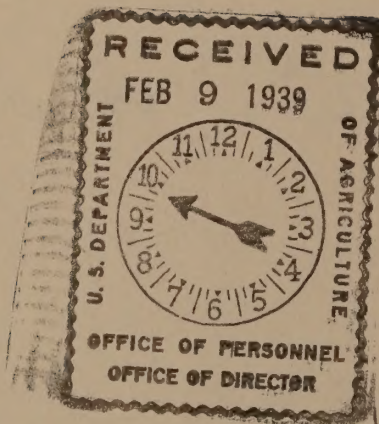
I like very much your wording of the proposed memorandum for the Secretary's signature but in thinking it over, one question has occurred to me. While I believe that a unified administration of the Library does insure greater economy, I have never been inclined to stress this point when explaining the Library policy, partly because other reasons seemed more important and partly for fear it might cause some antagonism on the part of the bureaus. For the latter reason and also because I feel that the libraries are now being economically administered, I am inclined to think it would be better to omit the words "and also greater economy" in the second line of the memorandum.

Very sincerely yours,

C. R. Barnett

Librarian.





MEMORANDUM NO. _____

In order to insure continued cooperation and unity in the library work of the Department, general oversight over all library work in the Department is assigned to the Department Librarian.

All recommendations for appointments to positions in library work in bureaus and offices shall be forwarded to the Office of Personnel only after consultation with the Department Librarian, and after the latter's approval is indicated by concurrence appropriately shown on the recommendation.

Secretary

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Secretary



U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

Feb. 10
....., 193

This is the subject which
was discussed at a meeting we had
on January 27 and is a greatly
needed action. It has *min*
Barnett's approval in
present form. --RFH

1324

~~This has many full.
concerns and is been
something that has been
needed for a good many
years for our system
reasons. We just never
got around to suggesting
it in this definite
way.~~

WJ 2/14/39

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF PERSONNEL
WASHINGTON, D. C.

Feb. 10

This is the subject which
was discussed at a meeting we had
on January 27 and is a strategy
needed action. It has been
discussed in
--RM--
February.

1584

Handwritten notes:
The subject is
discussed in
the meeting
of Jan. 27
and is a strategy
needed action.
It has been
discussed in
February.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

*Ordered
#1097
2/13/41*
February 12, 1941.

Memorandum No. 808, Revised
Supplement No. 1

Library Advisory Committee

Memorandum No. 808, Revised, under date of November 6, 1940, established a Library Advisory Committee to assist and advise the Department Librarian in the performance of his functions. The Director of Research was designated as Chairman of this Advisory Committee and assigned the responsibility of designating rotating membership, consisting of the chiefs of three bureaus to become members of the Committee in addition to the four members designated by Secretarial appointment.

The complete membership of the Committee is hereby appointed as follows:

Dr. J. T. Jardine, Director of Research, Chairman
—H. P. Barss (Alternate)
Dr. M. L. Wilson, Director of Extension
—M. C. Wilson (Alternate)
Morse Salisbury, Director of Information
—Dr. M. C. Merrill (Alternate)
H. R. Tolley, Bureau of Agricultural Economics
—J. O. Babcock (Alternate)
Dr. E. C. Auchter, Bureau of Plant Industry
—P. V. Cardon (Alternate)
Dr. H. G. Knight, Bureau of Chemistry & Engineering
—H. A. Donovan (Alternate)
Dr. H. H. Bennett, Soil Conservation Service
—Dr. M. L. Nichols (Alternate)
R. R. Shaw, Librarian, Executive Secretary
—Miss M. G. Lacy, BAE, (Alternate)

Ernest B. Hill
Acting Secretary

Organization 1 (Lib)

DEPARTMENT OF AGRICULTURE
WASHINGTON



Memorandum No. 808, Revised
Supplement No. I

Library Advisory Committee

Memorandum No. 808, Revised, under date of November 8, 1940, established a Library Advisory Committee to assist and advise the Department Librarian in the performance of his functions. The Director of Research was designated as Chairman of this Advisory Committee and assigned the responsibility of designating rotating membership, consisting of the chiefs of three bureaus to be members of the Committee in addition to the four members designated by Secretarial appointment.

The complete membership of the Committee is hereby appointed as follows:

Dr. J. T. Jardine, Director of Research, Chairman
—H. P. Barnes (Alternate)
Dr. M. L. Wilson, Director of Extension
—W. C. Wilson (Alternate)
Morris Salisbury, Director of Information
—Dr. W. C. Merrill (Alternate)
H. F. Tolley, Bureau of Agricultural Economics
—J. O. Babcock (Alternate)
Dr. E. C. Archer, Bureau of Plant Industry
—P. V. Gordon (Alternate)
Dr. H. G. Knight, Bureau of Chemistry & Engineering
—H. A. Donovan (Alternate)
Dr. H. H. Bennett, Soil Conservation Service
—Dr. W. L. Nichols (Alternate)
R. R. Shaw, Librarian, Executive Secretary
—Miss M. G. Lacy, HAI, (Alternate)

Acting Secretary

Order No. 603
11/6/40
November 6, 1940.

MEMORANDUM NO. 808, REVISED

LIBRARY WORK OF THE DEPARTMENT

FILED

★ Please return to
File Room

To meet the growing demand for improved library facilities incident to the rapid growth in the size and complexity of the Department as a whole, and in order to provide unified administration of all the library work of the Department, both in Washington and in the field, general supervision and coordination of all library work in the Department is assigned to the Department Library. As one of the central administrative service agencies of the Office of the Secretary, the Department Library shall report directly to the Secretary through its head, the Department Librarian.

Functions of the Department Librarian

The Department Librarian shall:

1. Have primary responsibility for general supervision and coordination of all the library work of the Department, both in Washington and in the field.
2. Organize the bureau libraries as a part of the Department Library, subject to such modifications or exceptions as the Department Librarian may make in cases where this policy would seriously interfere with the work of the bureau.
3. Review all recommendations for appointments to positions in library work in bureaus and offices, both in Washington and in the field. All such recommendations for appointments to positions in library work shall be approved by the Department Librarian prior to the initiation of formal appointment papers.
4. Formulate and recommend to the Secretary procedures for review or approval of all orders for books, periodicals, and newspapers for use both in Washington and in the field. Formal procedures under this item shall be established under rules and regulations approved by the Secretary.
5. Conduct a periodic examination and evaluation of the operations of library service throughout the Department covering organization, personnel, methods, collections, and other elements involved in library administration.

Library Advisory Committee

To assist and advise the Department Librarian in the performance of his functions, there is hereby established a Library Advisory Committee.

Libraries

FILED

LIBRARY WORK OF THE DEPARTMENT

To meet the growing demand for improved library service and facilities incident to the rapid growth in the size and complexity of the Department as a whole, and in order to provide unified administration of all the library work of the Department, both in Washington and in the field, general supervision and coordination of all library work in the Department is assigned to the Department Librarian. As one of the central administrative service agencies of the Office of the Secretary, the Department Librarian shall report directly to the Secretary through its head, the Department Librarian.

Functions of the Department Librarian

The Department Librarian shall:

1. Have primary responsibility for general supervision and coordination of all the library work of the Department, both in Washington and in the field.
2. Organize the Bureau Librarian as a part of the Department Librarian, subject to such modifications or exceptions as the Department Librarian may make in cases where this policy would seriously interfere with the work of the Bureau.
3. Review all recommendations for appointments to positions in library work in Bureaus and Offices, both in Washington and in the field. All such recommendations for appointments to positions in library work shall be approved by the Department Librarian prior to the initiation of formal appointment papers.
4. Formulate and recommend to the Secretary procedures for review or approval of all orders for books, periodicals, and newspapers for use both in Washington and in the field. Formal procedures under this item shall be established under rules and regulations approved by the Secretary.
5. Conduct a periodic examination and evaluation of the operations of library service throughout the Department covering organization, personnel, methods, collections, and other elements involved in library administration.

Library Advisory Committee

To assist and advise the Department Librarian in the performance of his functions, there is hereby established a Library Advisory Committee.

The Library Advisory Committee shall be composed as follows:

(a) Permanent, continuing membership, consisting of the Director of Research as Chairman of the Committee, the Director of Extension Work, the Director of Information and the Chief of the Bureau of Agricultural Economics.

(b) Rotating membership, consisting of the chiefs of three bureaus to be designated by the Chairman of the Committee. The initial members of this group shall serve for periods of one, two, and three years, beginning December 1, 1940. On December 1 of each year thereafter, one new bureau member shall be named to serve for a period of three years.

Each member of the Library Advisory Committee may designate an alternate to serve in his absence.

The Committee shall function in an advisory capacity, assisting the Department Librarian in the formulation of policies relating to library budget justifications and other problems of general library administration, organization and operation as they relate to the activities of the Department as a whole.

Claude B. Wickard

Secretary

The Library Advisory Committee shall be composed as follows:

- (a) Permanent, continuing membership, consisting of the Director of Research as Chairman of the Committee, the Director of Extension Work, the Director of Information and the Chief of the Bureau of Agricultural Economics.
- (b) Rotating membership, consisting of the chiefs of three bureaus to be designated by the Chairman of the Committee. The initial members of this group shall serve for periods of one, two, and three years, beginning December 1, 1940. On December 1 of each year thereafter, one new bureau member shall be named to serve for a period of three years.

Each member of the Library Advisory Committee may designate an alternate to serve in his absence.

The Committee shall function in an advisory capacity, assisting the Department Librarian in the formulation of policies relating to library budget justifications and other problems of general library administration, organization and operation as they relate to the activities of the Department as a whole.

Charles A. Wickard
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

★ MAR 1-1939 P

Please return to the
Secretary's File Room

MEMORANDUM NO. 809

February 27, 1939.

Ordered
819
2/27/39
(2)

In order to meet the expanding needs of the Department, the present Division of Operations will, effective March 1, 1939, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the Field, such responsibility to include:
 - (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.
 - (b) Active prosecution of approved housing projects for the Department's activities.
 - (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.
 - (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allotment and control of parking areas, leases, and related matters.
2. Responsibility for development, by collaborative methods with the operating Bureaus, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.
3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

FILED

MAR 1 - 1939

Transmitted to the
Secretary's File Room

February 27, 1939

MEMORANDUM NO. 809

In order to meet the expanding needs of the Department, the present Division of Operations will, effective March 1, 1939, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the field, such responsibility to include:
 - (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.
 - (b) Active prosecution of approved housing projects for the Department's activities.
 - (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.
 - (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allocation and control of parking areas, leases, and related matters.
2. Responsibility for development, by collaborative methods with the operating Bureau, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.
3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

Operations, responsibility for making studies of existing file systems and, by collaborative methods, to plan and develop a uniform system of file operations for the Department's activities in both the District of Columbia and the Field; to act in a liaison capacity for the Department with the National Archives.

4. Responsibility for administrative functions, such as fiscal and personnel control, for the Office of the Secretary, including the Offices of Budget and Finance, Personnel, Plant and Operations, Land Use Coordination, Marketing and Regulatory Work, and the maintenance of pertinent records.
5. Responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.
6. Responsibility for operation and maintenance of the Department's Garage and Motor Transport System for the District of Columbia.

The following activities are hereby transferred to the Office of Plant and Operations:

- (1) The Division of Operations (now a part of the Office of the Secretary).
- (2) The Technical Advisory Board from the Office of Budget and Finance.
- (3) Office of General Superintendent, Beltsville Research Center, Beltsville, Maryland.

Mr. Arthur B. Thatcher is hereby appointed as Chief of the Office of Plant and Operations. He is also designated as Real Estate Officer for the Department and is hereby delegated to sign "For the Secretary" such leases for space and related instruments as are now required by the Department Regulations to be signed by the Secretary or Acting Secretary.

The Department Housing Committee, as outlined in the last paragraph of Department Memorandum No. 646, dated May 17, 1934, is hereby abolished.

H. A. Wallace

Secretary of Agriculture.

Operations, responsibility for making studies of existing life systems and, by collaborative methods, to plan and develop a uniform system of life operations for the Department's activities in both the District of Columbia and the field; to act in a liaison capacity for the Department with the National Archives.

4. Responsibility for administrative functions, such as fiscal and personnel control, for the Office of the Secretary, including the Office of Budget and Finance, Personnel, Plant and Operations, and the Coordination, Marketing and Regulatory Work, and the maintenance of permanent records.
5. Responsibility for the Departmental service and management functions of the Baltimore Research Center and supervision of the Office of General Superintendence.
6. Responsibility for operation and maintenance of the Department's Dairy and Poultry Research System for the District of Columbia.

The following activities are hereby transferred to the Office of Plant and Operations:

- (1) The Division of Operations (now a part of the Office of the Secretary).
- (2) The Technical Advisory Board from the Office of Budget and Finance.
- (3) Office of General Superintendence, Baltimore Research Center, Baltimore, Maryland.

Mr. Arthur B. Thatcher is hereby appointed as Chief of the Office of Plant and Operations. He is also designated as Joint State Officer for the Department and is hereby delegated to sign "for the Secretary" such orders for space and related instruments as are now required by the Department regulations to be signed by the Secretary or Acting Secretary.

The Department Housing Committee, as outlined in the last paragraph of Department Memorandum No. 666, dated May 17, 1934, is hereby abolished.

W. C. C. C.
Secretary of Agriculture

MEMORANDUM NO. _____

In order to meet the expanding needs of the Department, the present Division of Operations will, effective _____, be known as the Office of Plant and Operations, and its functions will be:

1. Responsibility for housing the operating plants of the Department for both the District of Columbia and the Field, such responsibility to include:
 - (a) Initiation of a long range program of planning the most efficient housing of Departmental activities.
 - (b) Active prosecution of approved housing projects for the Department's activities.
 - (c) Study of possible consolidation of the housing of operating plants with a view to securing greater economy and efficiency of operation.
 - (d) Responsibility for the maintenance of a current registry of real property, for space control and assignments, construction, repairs, relations with the National Park Service of the Department of Interior as they pertain to space and its maintenance in the District of Columbia, property management and maintenance, allotment and control of parking areas, leases, and related matters.
2. Responsibility for development, by collaborative methods with the operating Bureaus, of Departmental standards for equipment, including automotive and other heavy equipment, its operation and maintenance, also aerial, photographic and other optical equipment, and the study of such other related matters as may be determined from time to time or have already been outlined in my memorandum of June 8, 1938, establishing the Technical Advisory Board.
3. Responsibility for the Department's Communications System, including, in addition to those functions which now comprise a part of the work of the present Division of

BUILDING STANDARDS COMMITTEE

Mrs. Eaton
ATTACH

Memo of March 10 from F. J. Sette to the membership below pursuant to Secretarial Memorandum No. 809 assigning to Office of Plant and Operations the responsibility for housing operating plants of the Department.

"In the interests of employee health and welfare and of Department efficiency, it appears desirable to explore the possibility of developing certain standards as regards proper lighting, ventilation, air conditioning, etc., which may be used in the construction of new buildings, remodeling of old buildings, or in selecting rented space."

A. B. Thatcher	- OPO
J. A. Scott	- BAEng
C. M. Fergusson	- SEC
F. O. Billings	- SEC
P. L. Blake	- OPO
J. M. Schaffer	- OPO
F. J. Sette	- SEC - Chairman

Contact Officers are the Business Managers of all Bureaus.

ATTACH

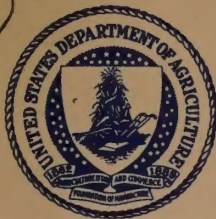
BUILDING STANDARDS COMMITTEE

Memo of March 10 from T. J. Sette to the membership below
pursuant to Secretarial Memorandum No. 809 assigning to
Office of Plant and Operations the responsibility for
housing operating plants of the Department.

"In the interests of employee health and welfare and of
Department efficiency, it appears desirable to explore
the possibility of developing certain standards as regards
proper lighting, ventilation, air conditioning, etc.,
which may be used in the construction of new buildings,
remodeling of old buildings, or in selecting rented space."

A. H. Thelander	- OPO
J. A. Scott	- BANG
C. M. Ferguson	- SMC
T. O. Billings	- SMC
P. L. Blake	- OPO
J. M. Schaffer	- OPO
T. J. Sette	- SMC - Chairman

Contact Officers are the Business Managers of all Bureaus.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

April 9, 1940.

★ APR 18 1940 M

Please return to the
Secretary's File Room

MEMORANDUM NO. 809, Supplement No. 1

Memorandum 809, dated February 27, 1939, transferred to the Office of Plant and Operations the responsibility for the Departmental service and management functions of the Beltsville Research Center and supervision of the Office of General Superintendent.

Effective April 16, 1940, the titles heretofore used of Director and Acting Director, Beltsville Research Center, are hereby abolished and the Office of General Superintendent will be known as the Division of Management and Operations, Beltsville Research Center.

The Division of Management and Operations will be responsible for:

- a. The comprehensive and orderly development of the Beltsville Research Center and the most effective use of land, buildings and space.
- b. Maintenance of buildings and grounds, fixed equipment, fencing and other physical improvements, roads, trails and fire protection; supervision of guard, patrol and char services; operation of heating systems (except those in residences), refrigeration systems, granaries, fuel yards, central mechanical shops and such branch shops as may be necessary because of the geographical location of the several bureau operations.
- c. Providing utility and other general miscellaneous services, such as telephone, light, power, water, gas, sewage, garbage and refuse disposal, drayage service, and mail transportation facilities between the Department buildings in Washington and the Center and within and throughout the Center proper.
- d. All construction, including buildings and structures, roads and trails, fences, stream improvements, drainage systems and utility services.

- e. Supervision of the operations performed by the C.C.C., P.W.A. and W.P.A. Projects assigned to the Division of Management and Operations.
- f. Furnishing labor, equipment and materials necessary for the performance of general farming operations required by the bureaus.

In accordance with existing legislation, such services for which appropriations have not been made to the Center will be performed on a reimbursement or transfer of funds basis.

In order to provide for uniformity, safety and efficiency, the installation of all equipment, fixtures, wiring, and plumbing, or alterations to present facilities which affect the utilities shall be approved by the Division of Management and Operations prior to such installation or alteration.

For the purposes of determining what areas constitute the Beltsville Research Center, there is attached, to become a part of this memorandum, a map showing the boundaries.

The Division of Management and Operations will furnish on a reimbursable or transfer of funds basis such services as may be required by the Bureau of Biological Survey of the Department of the Interior, the mechanical shops for the C.C.C., Bureau of Standards of the Department of Commerce, and such other governmental agencies as may be operating at the Beltsville Research Center.

This memorandum will supersede memoranda Nos. 648, 659, and such other memoranda as may be in conflict with this memorandum except memorandum 660, dated February 9, 1935, and my memorandum to Chiefs of Bureaus and Offices, dated December 3, 1938, both of which apply to the Beltsville Research Center Construction Program being performed under emergency funds.

H Wallace

Secretary.

Supervision of the operations performed by the
G.C.C., P.W.A. and W.F.A. Projects assigned to the
Division of Management and Operations.

1. Furnishing labor, equipment and materials necessary
for the performance of general farming operations
required by the Bureau.

In accordance with existing legislation, such services for
which appropriations have not been made to the Center will be per-
formed on a reimbursement or transfer of funds basis.

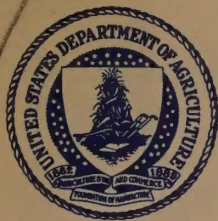
In order to provide for uniformity, safety and efficiency,
the installation of all equipment, fixtures, wiring, and plumbing,
or alterations to present facilities which affect the utility shall
be approved by the Division of Management and Operations prior to
such installation or alteration.

For the purpose of determining what areas comprise the
Belleville Research Center, there is attached, as Annex A, part of
this memorandum, a map showing the boundaries.

The Division of Management and Operations will furnish on a
reimbursable or transfer of funds basis such services as may be re-
quired by the Bureau of Biological Survey of the Department of the
Interior, the National Park Service, the U.S.G., Bureau of Fisheries,
of the Department of Commerce, and such other governmental agencies
as may be operating at the Belleville Research Center.

This memorandum will supersede memoranda Nos. 446, 456, and
such other memoranda as may be in conflict with this memorandum ex-
cept memoranda 446, dated February 9, 1935, and 456, memorandum to
Chief of Bureau and Office, dated December 2, 1933, both of which
relate to the Belleville Research Center Construction Program being
performed under emergency funds.

W. O. C.
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

December 26, 1940.

MEMORANDUM NO. 809; Supplement No. 2

The Chief of the Division of Management and
Operations, *(of Beltsville Research Center)*
of the Office of Plant and Operations,
as Chairman of the Beltsville Research Center Board
of Survey, may, on request of bureau representatives
at the Center, approve the transfer of surplus perish-
able products, equipment, livestock, and other materials
or property from one bureau or unit to another at the
Beltsville Research Center.

Notation of this change of authorization should
be made in next to the last paragraph of Department
Regulation No. 4421.

Paul H. Hyslop

Acting Secretary.

Order No
1046
12/26/40

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



REGISTRATION NO. 808; Supplement No. 2

The Chief of the Division of Plant Industry and
Operations, and the Office of Plant and Operations,
at the Bureau of the National Research Council
at Chevy Chase, Maryland, on request of the
at the Bureau, approve the transfer of certain
and products, equipment, livestock, and other material
or property from one person or unit to another as the
Baltimore Research Center.

Notation of this change of authorization should
be made in next to the last paragraph of Department
Circular No. 808.

Very truly yours,
Assistant Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.

March 9, 1939.

FILED

★ MAR 14 1939 M

Please return to the

MEMORANDUM NO. _____

810

Establishing Exemption of the Investigation Division of
the Farm Security Administration from the Provisions of
Section 13 of the Emergency Relief Appropriation Act of
1938.

Section 13 of the Emergency Relief Act of 1938 requires that appointments to federal positions of an administrative or advisory capacity in any State be made from among the bona fide residents of that State so far as not inconsistent with efficient administration.

The nature of the work of the Investigation Division of the Farm Security Administration requires a very mobile staff of investigators, subject to assignment as the exigencies of the service require. I, therefore, administratively determine that the work assigned to the Investigation Division of the Farm Security Administration would be seriously impaired by the rigid application of Section 13 of the Emergency Relief Appropriation Act of 1938 and do hereby declare that said section shall not be applicable to the appointment or assignment of investigative personnel in the Investigation Division of the Farm Security Administration.

Harry R. Brown
Acting Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.



March 2, 1938

FILED

810

MEMORANDUM NO. _____

Establishing exemption of the Investigation Division of
the Farm Security Administration from the provisions of
Section 13 of the Emergency Relief Appropriation Act of
1938.

Section 13 of the Emergency Relief Act of 1938 requires that appointments to federal positions of an administrative or advisory capacity in any State be made from among the bona fide residents of that State so far as not inconsistent with efficient administration. The nature of the work of the Investigation Division of the Farm Security Administration requires a very mobile staff of investigators, subject to assignment as the exigencies of the service require. I, therefore, administratively determine that the work assigned to the Investigation Division of the Farm Security Administration would be seriously impaired by the rigid application of Section 13 of the Emergency Relief Appropriation Act of 1938 and do hereby declare that said section shall not be applicable to the appointment or assignment of investigative personnel in the Investigation Division of the Farm Security Administration.

Edward R. Brown
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D. C.

MAR 3 - 1939

MEMORANDUM FOR MR. ROY F. HENDRICKSON
Director of Personnel.

Dear Mr. Hendrickson:

Reference is made to the memorandum of February 13, 1939, from Mr. Gladmon, requesting the advice of this office as to the sufficiency of the justification for the signature of the Secretary to the attached proposed general waiver of the residence requirements under Section 13 of the Emergency Relief Act of 1938, as to the staff of the Investigation Division of the Farm Security Administration.

It will be noted that this office has revised the proposed waiver, following informal communication with the Farm Security Administration, so as to restrict its effect to investigative personnel, in line with the memorandum of the Administration to you.

The statements supporting this waiver, made in the memorandum of February 9, 1939, from Mr. Baldwin, and in the proposed waiver itself, appear administratively persuasive, and this office perceives no legal objection to the waiver as revised, in view of the fact that the residence requirements of Section 13 of the Emergency Relief Act of 1938 are for application only "so far as not inconsistent with efficient administration".

The waiver is returned.

Very truly yours,

Martin B. White

Solicitor. *X*

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SOLICITOR

WASHINGTON, D. C.

MAR 2 - 1939

MEMORANDUM FOR MR. ROY T. HERRINGTON
Director of Personnel

Dear Mr. Herrington:

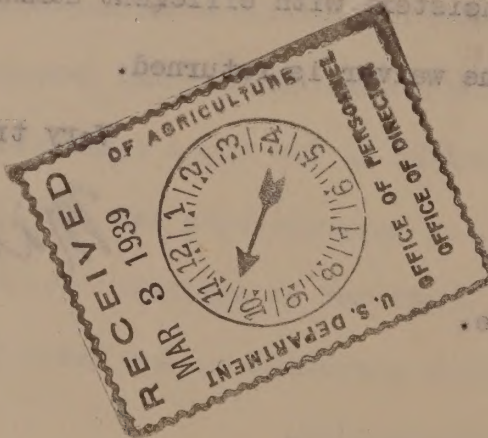
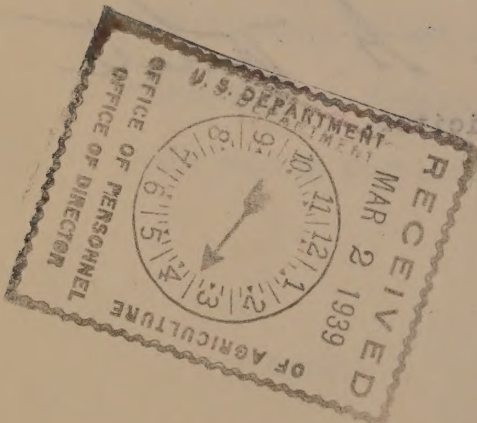
Reference is made to the memorandum of February 12, 1939, from Mr. Glendon, requesting the advice of this office as to the advisability of the justification for the signature of the Secretary to the attached proposed general waiver of the residence requirements under Section 13 of the Emergency Relief Act of 1933, as to the staff of the Investigation Division of the Farm Security Administration.

It will be noted that this office has revised the proposed waiver, following informal consultation with the Farm Security Administration, so as to restrict its effect to investigative personnel, in line with the memorandum of the Administration to you.

The statements supporting this waiver, made in the memorandum of February 9, 1939, from Mr. Baldwin, and in the proposed waiver itself, appear administratively persuasive, and this office perceives no legal objection to the waiver as revised, in view of the fact that the residence requirements of Section 13 of the Emergency Relief Act of 1933 are for application only "so far as not inconsistent with efficient administration."

The waiver is returned.

Very truly yours,



Enclosure.

February 13, 1939

MEMORANDUM FOR THE SOLICITOR *X*

Handwritten signature/initials

Dear Mr. White:

Reference is made to the attached file, especially a proposed memorandum for the Secretary's signature, exempting the staff of the Investigation Division of the Farm Security Administration from the residence requirements under Section 13 of the Emergency Relief Act of 1938.

On the basis of the statements made in the attached file, do you think there is sufficient justification for the Secretary to sign a general waiver of the apportionment of this group?

Very truly yours,

Handwritten signature of J. L. Glavin

Acting Director of Personnel

Attachment

PLG-ep

February 13, 1939

[Handwritten signature]

MEMORANDUM FOR THE SOLICITOR

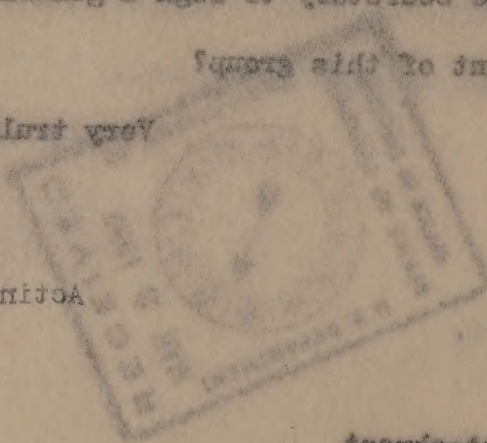
Dear Mr. White:

Reference is made to the attached file, especially a proposed memorandum for the Secretary's signature, exempting the staff of the Investigation Division of the Farm Security Administration from the residence requirements under Section 13 of the Emergency Relief Act of 1938.

On the basis of the statements made in the attached file, do you think there is sufficient justification for the Secretary to sign a general waiver of the application of this group?

Very truly yours,

Acting Director of Personnel



Attachment
Fig-ep

UNITED STATES DEPARTMENT OF AGRICULTURE
~~FARM SECURITY ADMINISTRATION~~
~~RESETTLEMENT ADMINISTRATION~~
OFFICE OF THE ADMINISTRATOR
WASHINGTON

February 9, 1939.

In Reply Refer to:
PE-1-WFL

MEMORANDUM FOR MR. ROY F. HENDRICKSON
Director of Personnel

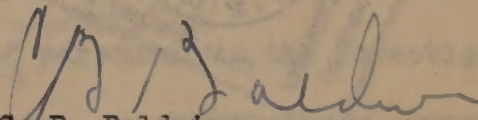
Dear Mr. Hendrickson:

There is attached a proposed memorandum for the signature of the Secretary of Agriculture which would exempt special agents of the Investigation Division of the Farm Security Administration from the residence requirements (Section 13) of the Emergency Relief Appropriation Act of 1938.

The nature of the work of the Investigation Division has become familiar to your office through the submission of recommendations for disciplinary action based on investigation reports. Due to the nature of this type of work, it has always been felt that it is in the interests of good administration to change from time to time the investigational area of each individual agent. Too long a period in any locality may tend to reduce the effectiveness of the agent's work resulting in a detriment to the Government.

If further explanation or clarification of the background for this proposal would be helpful, I should be glad to arrange an informal conference at your convenience.

Sincerely yours,


C. B. Baldwin
Assistant Administrator *45A X*

Enclosure

RECEIVED

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

OFFICE OF THE ASSISTANT
ADMINISTRATOR

In Reply Refer to:
FD-1-101

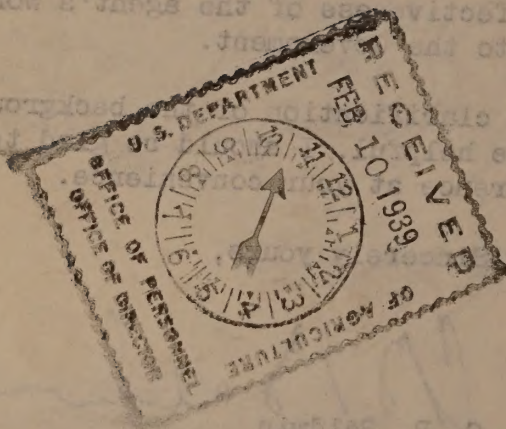
MEMORANDUM FOR MR. ROY T. HENDERSON
Director of Personnel

Dear Mr. Henderson:

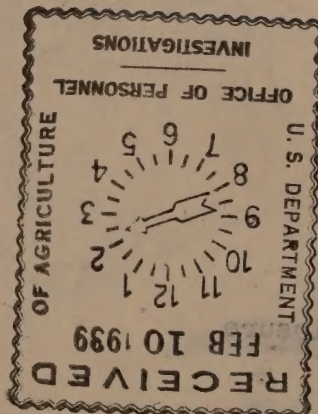
There is attached a proposed memorandum for the signature of the Secretary of Agriculture which would exempt special agents of the Investigation Division of the Bureau of Plant Industry from the residence requirements (Section 12) of the Emergency Relief Appropriation Act of 1938.

The nature of the work of the Investigation Division has become familiar to your office through the submission of recommendations for disciplinary action based on investigation reports. Due to the nature of this type of work, it has always been felt that it is in the interests of good administration to change from time to time the investigational area of each individual agent. Too long a period in any locality may tend to reduce the effectiveness of the agent's work resulting in a detriment to the Bureau.

If further explanation or clarification is desired for this proposal would be pleased to arrange an informal conference.



C. D. SALAMAN
Assistant Administrator





DEPARTMENT OF AGRICULTURE
WASHINGTON

MEMORANDUM NO. _____

Establishing Exemption of the Investigation Division of
the Farm Security Administration from the Provisions of
Section 13 of the Emergency Relief Appropriation Act of
1938

Section 13 of the Emergency Relief Act of 1938 requires that appointments to federal positions of an administrative or advisory capacity in any State be made from among the bona fide residents of that State so far as not inconsistent with efficient administration.

The nature of the work of the Investigation Division of the Farm Security Administration requires a very mobile staff, ^{investigator} subject to assignment as the exigencies of the service require. I, therefore, administratively determine that the work assigned to the Investigation Division of the Farm Security Administration would be seriously impaired by the rigid application of Section 13 of the Emergency Relief Appropriation Act of 1938 and do hereby declare that said section shall not be applicable to the appointment or assignment of ^{investigative} personnel in the Investigation Division of the Farm Security Administration, ~~except that new appointments of clerical personnel for such purpose shall be made in accordance with the requirements of said section.~~

Sincerely,

Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



MEMORANDUM NO. _____

Establishing Exemption of the Investigation Division of
the Farm Security Administration from the provisions of
Section 13 of the Emergency Relief Appropriation Act of
1938

Section 13 of the Emergency Relief Act of 1938 requires that appointments to federal positions of an administrative or advisory capacity in any State be made from among the bona fide residents of that State so far as not inconsistent with efficient administration. The nature of the work of the Investigation Division of the Farm Security Administration requires a very mobile staff, subject to assignment as the exigencies of the service require. I, therefore, administratively determine that the work assigned to the Investigation Division of the Farm Security Administration would be seriously impaired by the rigid application of Section 13 of the Emergency Relief Appropriation Act of 1938 and do hereby declare that said section shall not be applicable to the appointment or assignment of personnel in the Investigation Division of the Farm Security Administration, except that new appointments of clerical personnel for such purposes shall be made in accordance with the requirements of said section.

Sincerely,

Secretary

File

UNITED STATES DEPARTMENT OF AGRICULTURE

Chiefs of Bureaus
Order 893
3/14/39

March 14, 1939.

MEMORANDUM NUMBER 811

FILED

★ MAR 17 1939 B

Please return to the
Secretary's File Room

There is hereby designated a committee on rural housing consisting of the following:

C. B. Baldwin - Farm Security Administration - Chairman
Monroe Oppenheimer - Solicitor's Office
Wallace Ashby - Bureau of Agricultural Engineering
Frank J. Sette - Secretary's Office
Donald C. Blaisdell - Secretary's Office
Roy Hendrickson - Office of Personnel
Louise Stanley - Bureau of Home Economics
Oris V. Wells - Bureau of Agricultural Economics

The purpose of this Committee is to consider suggestions for a program of rural housing for the entire country and to make recommendations regarding methods which might be followed to alleviate slum conditions in rural areas and to recommend such steps as may be desirable to assist farm families in securing the benefits of both private and Federal financial aid in improving housing conditions among the farm population.

In accomplishing this task, this Committee will need the active cooperation of a number of Bureaus of the Department. I am confident that the Committee can depend on their active assistance.

H A Waller

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

There is being conducted a committee on rural housing conditions of the following:

- C. E. Johnson - Vice Secretary Administration - Department
- George O. Johnson - Secretary's Office
- William E. Johnson - Bureau of Agricultural Engineering
- Frank J. Johnson - Secretary's Office
- John O. Johnson - Secretary's Office
- Raymond Johnson - Office of Personnel
- James Johnson - Bureau of Home Economics
- Oris V. Johnson - Bureau of Agricultural Economics

The purpose of this Committee is to conduct and advise for the improvement of rural housing conditions in the United States. It is to be a permanent body, and its members will be selected from among the various departments of the Department of Agriculture. The Committee will be organized as soon as possible, and its first meeting will be held in the near future.

In accordance with the plan, this Committee will need the active cooperation of a number of bureaus of the Department. I am sure that the Committee can depend on their active cooperation.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

OFFICE OF THE ADMINISTRATOR

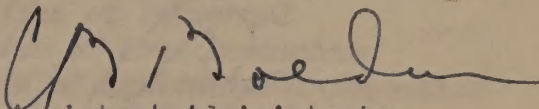
March 13, 1939. X

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Paul:

In response to your request, I have prepared the attached memorandum establishing the Committee on Rural Housing for the Secretary's consideration.

Sincerely,


Assistant Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

OFFICE OF THE ADMINISTRATOR

March 14, 1941

MEMORANDUM FOR MR. PAUL H. APPERT
Assistant to the Secretary

Dear Paul:

In response to your request, I have prepared the at-
tached memorandum establishing the Committee on Rural
Housing for the Secretary's consideration.

Sincerely,


Assistant Administrator

2/27/39

MEMORANDUM FOR MR. PAUL H. APPLEBY
Assistant to the Secretary

Dear Paul:

The Secretary called me a short while ago and asked my reactions to the appointment of a Departmental Committee to consider the problem of rural housing. In the course of this conversation, he asked that I suggest the names of people in the Department who are interested in this problem and who would serve on such a Committee.

I wish to suggest that consideration be given to the appointment of the following:

Monroe Oppenheimer - Solicitor's Office
Wallace Ashby - Bureau of Agricultural Engineering
Frank Sette - Secretary's Office
Roy Hendrickson - Office of Personnel
Louise Stanley - Bureau of Home Economics
Oris V. Wells - Bureau of Agricultural Economics
C. B. Baldwin - Farm Security Administration

The Secretary had asked whether or not I would be willing to serve as chairman of this committee. I suggested at that time that the selection of the chairman might be delayed until after the members of the committee had been designated. I should, of course, be glad to serve as chairman if he wants me to.

It will, naturally, be necessary for this committee to call on many of the Bureaus of the Department for assistance in its work, and I assume that, if the Secretary still intends to appoint such a committee, this can be covered in the memorandum to all Bureau Chiefs.

Sincerely,

Assistant Administrator

2/27/32

MEMORANDUM FOR MR. PAUL H. PATTERSON
Assistant to the Secretary

Dear Paul:

The Secretary called me a short while ago and asked my reactions to the appointment of a Departmental Committee to consider the problem of rural housing. In the course of this conversation, he asked that I suggest the names of people in the Department who are interested in this problem and who would serve on such a Committee.

I wish to suggest that consideration be given to the appointment of the following:

- James O. Thompson - Director's Office
- William H. Hays - Bureau of Agricultural Engineering
- Frank G. Bess - Director's Office
- Raymond H. Johnson - Office of Personnel
- Louise Stanley - Bureau of Home Economics
- Orin V. Wells - Bureau of Agricultural Economics
- C. E. Baldwin - Farm Security Administration

The Secretary had asked whether or not I would be willing to serve as chairman of this committee. I suggested that it was that the selection of the chairman might be delayed until after the members of the committee had been designated. I should, of course, be glad to serve as chairman if he wants me to.

It will, naturally, be necessary for this committee to call on many of the Bureau of the Department for assistance in its work, and I assume that, if the Secretary still intends to appoint such a committee, this can be covered in the memorandum to all Bureau Chiefs.

Sincerely,

Assistant Administrator

ATTACH

Mrs. Eaton

COMMITTEE ON RURAL HOUSING

Secretarial Memorandum No. 811 of March 14, 1939

C.B. Baldwin	FSA	-	Chairman
Monroe Oppenheimer	SOL		
Wallace Ashby	BAWg		
Frank J. Sette	SEC		
Donald C. Blaisdell	SEC		
Roy Hendrickson	FE		
Louise Stanley	BNE		
Oris V. Wells	BAE		

as Rural Housing, created by Memorandum No. 811, is

The Purpose of this Committee is to consider suggestions for a program of rural housing for the entire country and to make recommendations regarding methods which might be followed to alleviate slum conditions in rural areas and to recommend such steps as may be desirable to assist farm families in securing the benefits of both private and Federal financial aid in improving housing conditions among the farm population.

CONTACT OFFICERS

Secretary

ATTACH

COMMITTEE ON RURAL HOUSING

Secretarial Memorandum No. 811 of March 10, 1939

Chairman	-	WRA	C. E. Baldwin
		SEC	Monte Oppenheimer
		BAIRD	Wallace Ashby
		SEC	Frank J. Seltz
		SEC	Donald C. MacIsaac
		TR	Ray Henderson
		SEC	Leslie Stanley
		BAIRD	Oris V. Wells

The purpose of this Committee is to consider suggestions for a program of rural housing for the entire country and to make recommendations regarding methods which might be followed to alleviate rural conditions in rural areas and to recommend such steps as may be desirable to assist farm families in securing the benefits of both private and Federal financial aid in improving housing conditions among the farm population.

CONTACT OFFICERS

May 4, 1939

Ordered
no 1098
5/5/39

MEMORANDUM NO. 811 - Amendment No. 1

(Amending Membership of Committee
on Rural Housing)

FILED

MAY 11 1939 M

Please return to the
Secretary's File Room

The membership of the Departmental Committee
on Rural Housing, created by Memorandum No. 811, is
hereby amended to include Mr. S. P. Lyle of the Ex-
tension Service.

H. A. Wallace

Secretary

Sincerely,

H. A. Wallace

Handwritten notes in top left corner, possibly "Page 1" and "10/10/10".

Handwritten notes in top right corner, possibly "10/10/10" and "Page 1".

REPORT OF THE COMMISSIONER OF THE GENERAL LAND OFFICE

(Annual Report of the Commissioner of the General Land Office for the year ending 1910)

The Department of the Interior, General Land Office

Washington, D. C., January 1, 1911

Report of the Commissioner of the General Land Office for the year ending 1910

Presented to the Senate and House of Representatives

Large handwritten signature or stamp, possibly "J. D. W. O. C."

Small handwritten text, possibly "J. D. W. O. C."

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

OFFICE OF THE ADMINISTRATOR

May 3, 1939.

MEMORANDUM FOR MR. PAUL APPLEBY
Assistant to the Secretary

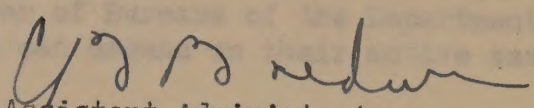
Dear Paul:

I am sorry to have been so long in writing you concerning Reuben Brigham's suggestion that Mr. S. P. Lyle of the Extension Service be made a member of the Rural Housing Committee.

As I told you by 'phone a few days ago, I think this an excellent idea and it is recommended that Mr. Lyle immediately be designated as a member of the Committee. There is attached a draft of a memorandum to supplement Secretary's Memorandum Number 811 if he approves the inclusion of Mr. Lyle in this Committee.

Because of the press of work in connection with appropriations recently, no meeting of this Committee has yet been called. It has been my feeling that it would be better to wait until the meeting could have the undivided attention of its members. However, I plan to call this group together within the next week.

Sincerely,


Assistant Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

OFFICE OF THE ADMINISTRATOR

MEMORANDUM FOR MR. PAUL REPPENHAGEN
Assistant to the Secretary

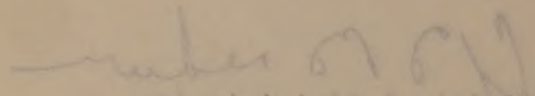
Dear Paul:

I am sorry to have been so long in writing you concerning
Helen Briggs's suggestion that Mr. S. P. Lyle of the
National Service be made a member of the Rural Housing
Committee.

As I told you by phone a few days ago, I think this an
excellent idea and it is recommended that Mr. Lyle
immediately be designated as a member of the Committee.
There is attached a draft of a memorandum to supplement
Secretary's Memorandum Number 111 in the approved the
inclusion of Mr. Lyle in this Committee.

Because of the press of work in connection with the
plans recently, no meeting of the Committee has yet been
called. It has been my feeling that it would be better
to wait until the meeting could have the undivided
attention of its members. However, I plan to call this
group together within the next week.

Sincerely,


Assistant Administrator

FILED

Chiefs of Bureaus

★ DEC 18 1939 B

December 12, 1939.

Please return to the

Secretary's File Room

MEMORANDUM NUMBER 811, Supplement No. 1.

INTER-BUREAU COORDINATING COMMITTEE ON RURAL HOUSING

This memorandum will supersede my Memorandum Number 811, issued on March 14, 1939.

Prior to the issuance of Memorandum Number 811, an informal committee had been named to consider certain aspects of the rural housing problem. In order to prevent any duplication in functions, the following Inter-bureau Coordinating Committee on Rural Housing is designated to replace both committees:

R. C. Smith - Bureau of Agricultural Economics - Chairman
Monroe Oppenheimer - Solicitor's Office
Wallace Ashby - Bureau of Agricultural Engineering
Frank J. Sette - Secretary's Office
Louise Stanley - Bureau of Home Economics
S. P. Lyle - Extension Service
Payson Irwin - Forest Service
C. B. Baldwin - Farm Security Administration

The purpose of this Committee is to consider suggestions for a program of rural housing for the entire country and to make recommendations regarding methods which might be followed to alleviate slum conditions in rural areas and to recommend such steps as may be desirable to assist farm families in securing the benefits of both private and Federal financial aid in improving housing conditions among the farm population.

This committee will also have the responsibility for working with officials of the United States Housing Authority in connection with the rural housing program which is being initiated by that agency.

In accomplishing this task, this Committee will need the active cooperation of a number of Bureaus of the Department. I am confident that the Committee can depend on their active assistance.

H A Wallace

Secretary

MEMORANDUM NUMBER: 211, Supplement No. 1.

INTER-BUREAU COORDINATING COMMITTEE ON RURAL HOUSING

This memorandum will supersede my Memorandum Number 211, dated on March 14, 1939.

Prior to the issuance of Memorandum Number 211, an informal committee had been named to consider certain aspects of the rural housing problem. In order to prevent any duplication of functions, the following Inter-Bureau Coordinating Committee on Rural Housing is designated to replace both committees:

H. G. Smith - Bureau of Agricultural Economics - Chairman
Monroe Sprenkle - Solicitor's Office
Wallace Ashby - Bureau of Agricultural Engineering
Frank J. Bette - Secretary's Office
Louis Stanley - Bureau of Home Economics
S. P. Lyle - Extension Service
Rayson Irwin - Forest Service
C. S. Baldwin - Farm Security Administration

The purpose of this Committee is to consider suggestions for a program of rural housing for the entire country and to make recommendations regarding matters which might be followed to alleviate slum conditions in rural areas and to recommend such steps as may be desirable to assist farm families in securing the benefits of both private and Federal financial aid in improving housing conditions among the farm population.

This committee will also have the responsibility for working with officials of the United States Housing Authority in connection with the rural housing program which is being initiated by that agency.

In accomplishing this task, this Committee will need the active cooperation of a number of Bureaus of the Department. I am confident that the Committee can depend on their active assistance.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

FARM SECURITY ADMINISTRATION X

WASHINGTON

OFFICE OF THE ADMINISTRATOR

December 11, 1939

MEMORANDUM FOR MR. LEE WOLCOTT
Assistant to the Secretary

Dear Lee:

Attached is a draft of a proposed memorandum which would supersede Secretary's Memorandum No. 811 and would establish one Committee on Rural Housing to take the place of the informal Committee created sometime ago and also the Committee of which I am now chairman.

I strongly urge that Ray Smith be made Chairman of this committee. He has done much thinking on the problems of rural housing and, prior to his appointment to his present position, had a great deal of experience as Regional Director for the Farm Security Administration in dealing with this problem in the Middle West. I am sure that he will get excellent cooperation from the other Bureaus concerned. If this Committee is to do constructive work, it will require a great deal of the time of the chairman, and I feel that Ray is in a position to devote much more time to it than I. Howard Tolley is agreeable to Ray's appointment.

Sincerely,

E. J. Alden
Assistant Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

December 1, 1935

MEMORANDUM FOR MR. J. L. WATKINS
Assistant to the Director

Dear Sir:

Attached is a copy of a proposed memorandum which would supersede Secretary's memorandum No. 211 and would establish one Committee on Rural Housing to take the place of the National Committee created sometime ago and also the Committee of which I am now chairman.

I strongly urge that Ray should be made chairman of this committee. He has been working on the problem of rural housing and prior to his appointment to his present position, had a great deal of experience as Regional Director of the Farm Security Administration in dealing with this problem in the Middle West. I am sure that he will get excellent cooperation from the other Bureau concerned. If this Committee is to do constructive work, it will require a great deal of the time of the chairman, and I feel that Ray is in a position to devote much more time to it than I. Howard Tolley is agreeable to Ray's appointment.

Sincerely,

W. L. Watkins
Assistant Administrator



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★
Please return to
the Secretary's File Room

September 27, 1940.

*Ordered
9/27/40
R*

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Secretary Memorandum No. 811, Supplement No. 2

Inter-Bureau Coordinating Committee on Rural Housing

This is to announce that the Secretary has appointed Mr. F. J. Hallauer as Forest Service representative to replace Mr. Payson Irwin on the Interbureau Coordinating Committee on Rural Housing. The original membership of this committee was appointed under date of December 12, 1939, in Memorandum No. 811, Supplement No. 1.

Leon O. Worcott

Assistant to the Secretary

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

September 27, 1937

Please return to
the Secretary's Office

INTER-BUREAU COORDINATING COMMITTEE ON RURAL HOUSING

Secretary Memorandum No. 811, Supplement No. 2

Inter-Bureau Coordinating Committee on Rural Housing
This is to announce that the Secretary has ap-

pointed Mr. F. J. Bellman as Forest Service represen-
tative to replace Mr. Payson Irwin on the Interbureau
Coordinating Committee on Rural Housing. The original
membership of this committee was appointed under date
of December 12, 1935, in Memorandum No. 811, Supple-

ment No. 1.

(See O. W. Moore)

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 4, 1940.

Secretary Memorandum No. 811, Supplement No. 3

Inter-Bureau Coordinating Committee on Rural Housing

This is to announce that the Secretary has appointed Major J. L. Walker to replace Mr. C. B. Baldwin as representative of the Farm Security Administration on the Inter-bureau Coordinating Committee on Rural Housing. The original membership of this committee was appointed under date of December 12, 1939, in Memorandum No. 811, Supplement No. 1.

James H. McCamy
Assistant to the Secretary

November 4, 1951

Secretary, Department No. 111, Arlington, Va.

Inter-Departmental Committee on Public Health

This is to advise you that a letter has

been received from J. E. Wilson to the Department of Health.

Enclosed are two copies of the letter and a copy of the

letter to the Department of Health.

Very truly yours, The National Academy of Sciences

was organized under date of November 11, 1951, in

Department No. 111, Arlington, Va.

[Handwritten signature]
Enclosed to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Washington, D. C.

March 17, 1939.

MEMORANDUM NO. 812

AUTHORIZATION TO THE ADMINISTRATOR OF THE FARM
SECURITY ADMINISTRATION TO EMPLOY NON-APPOINTIVE EMPLOYEES
AND TO PRESCRIBE RATES OF PAY, ELIGIBILITY, AND CONDITIONS
OF EMPLOYMENT FOR SUCH EMPLOYEES

For the period ending June 30, 1939, the Administrator of the Farm Security Administration, and such officers in the Farm Security Administration as he may designate, are hereby authorized to employ non-appointive employees, whose principal place of employment is not at the seat of the Government of the United States, to be paid from funds made available by the Emergency Relief Appropriation Act of 1938, the Bankhead-Black Act, or funds of state rural rehabilitation corporations, managed by or transferred in trust to the United States; and the Administrator is further hereby authorized to prescribe rates of pay, eligibility and conditions of employment for such employees.

For the period of this authorization, exemption is granted from the requirement in paragraph 2163 of the Regulations of the U. S. Department of Agriculture limiting employment of persons under Letters of Authorization to thirty days in any one period of twelve months.

This communication supersedes Secretary's Memorandum No. 802.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

Washington, D. C.

MEMORANDUM NO. 315

ADMINISTRATIVE TO THE SECRETARY OF THE DEPARTMENT OF AGRICULTURE
SUBJECT: RECOMMENDATION TO REPEAL THE PROVISIONS OF THE
ACT TO PREVENT THE EXPORT OF CERTAIN AGRICULTURAL PRODUCTS
OF WHICH THE SECRETARY HAS BEEN ADVISED

For the period ending June 30, 1933, the Administrator of the
Farm Security Administration, and such officers in the Farm Security
Administration as he may designate, are hereby authorized to employ
non-competitive employees, whose principal place of employment is not
at the seat of the Government of the United States, to be paid from
funds made available by the Emergency Relief Administration Act of
1933, the Emergency Relief Act, or funds of state and local rehabilitation
corporations, managed by or transferred in trust to the United States;
and the Administrator is further hereby authorized to prescribe rates
of pay, consistent with the conditions of employment for such employees.

For the period of this authorization, extension is granted
from the termination in paragraph 3155 of the Regulations of the
U. S. Department of Agriculture limiting employment of persons under
Federal authorization to thirty days in any one period of twelve
months.

This communication supersedes Secretary's Memorandum No. 302.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION X
WASHINGTON

OFFICE OF THE ADMINISTRATOR

March 7, 1939.

MEMORANDUM FOR MR. JAMES LE CRON
Office of the Secretary

Dear Mr. Le Cron:

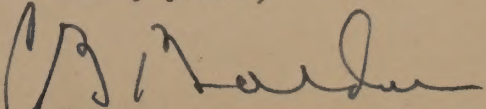
Attached is a proposed Secretary's Memorandum, recommended for approval by the Secretary, which would authorize the Administrator of the FSA to employ non-appointive employees and prescribe rates of pay, eligibility, and conditions of employment for such employees.

The present basis in authority for the Administrator to employ labor and temporary non-appointive employees rests on very general and indirect authorizations. Secretary's Memorandum 802 (to be superseded by this authorization) grants authority to prescribe rates of pay, eligibility and conditions of employment insofar as such authority was vested in the Secretary by the ERA Act of 1938. The proposed Memorandum is recommended because existing authorizations are not considered sufficiently clear or comprehensive.

The last paragraph of the proposed Memorandum would grant until June 30, 1939, an exemption from paragraph 2163 of the Regulations of the U. S. Department of Agriculture. This exemption while not an essential part of the authorization is requested because the thirty-day limitation for employees under Letters of Authorization has hitherto resulted in considerable inefficiency on the part of such employees as well as on the part of supervisory officials who are constantly required to find new and suitable eligibles. Paragraph VI D of FSA Instruction 231.1, proposed to be issued should the Secretary approve the attached Memorandum, limits employment under Letter of Authorization to sixty days in any one period of twelve months.

It is also true that we should like to bring this type of employment in line with our uniform system for employment of non-appointive employees, in which there is a limitation of sixty days in any one period of twelve months. Our new procedures on employment of non-appointive employees should result in a marked decline in the use of Letters of Authorization, and the controls we are establishing will end the abuse of this method of employment. In view of these circumstances we think the granting of this exemption warranted.

Sincerely yours,


Assistant Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SECURITY ADMINISTRATION
WASHINGTON

OFFICE OF THE ADMINISTRATION

MEMORANDUM FOR MR. JAMES E. CROW
Office of the Secretary

Dear Mr. Crow:

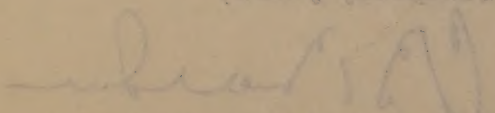
Attached is a proposed Secretary's Memorandum, recommended for approval by the Secretary, which would authorize the Administrator of the FSA to employ non-appointive employees and prescribe rates of pay, eligibility, and conditions of employment for such employees.

The present basis in authority for the Administrator to employ labor and temporary non-appointive employees rests on very general and indirect authorizations. Secretary's Memorandum 808 (to be superseded by this authorization) grants authority to prescribe rates of pay, eligibility, and conditions of employment insofar as such authority was vested in the Secretary by the LRA Act of 1938. The proposed Memorandum is recommended because existing authorizations are not considered sufficiently clear or comprehensive.

The last paragraph of the proposed Memorandum would grant until June 30, 1939, an exemption from paragraph 2103 of the Regulations of the U. S. Department of Agriculture. This exemption while not an essential part of the authorization is requested because the thirty-day limitation for employees under letters of Authorization has hitherto resulted in considerable inefficiency on the part of such employees as well as on the part of supervisory officials who are constantly required to find new and suitable eligibles. Paragraph VI D of TSA Instruction 331.1, proposed to be issued should the Secretary approve the attached Memorandum, limits employment under letters of Authorization to sixty days in any one period of twelve months.

It is also true that we should like to bring this type of employment in line with our uniform system for employment of non-appointive employees, in which there is a limitation of sixty days in any one period of twelve months. Our new procedure on employment of non-appointive employees should result in a marked saving in the use of letters of Authorization, and the controls we are establishing will end the abuse of this method of employment. In view of these circumstances we think the granting of this exemption warranted.

Sincerely yours,


Administrator

g. m. l.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 23, 1939.

MEMORANDUM NO. 813

Department Patent Committee

Chiefs of Bureau
Ordered 932
3/24/39

FILED

★ MAR 28 1939 P

Please return to the
Secretary's File Room

There is hereby established a Department Patent Committee for the purpose of making a study of how foreign governments are handling patents arising from research carried on by government employees, and to making policy recommendations with respect to patents arising out of research in the Department of Agriculture. With the establishment of the four regional laboratories for studying the chemical and technical uses of agricultural products it is felt desirable to have an appraisal of present patent policy and to develop procedures to encourage the use of new processes and the production of new materials in such a way as to return maximum benefits to American agriculture.

The Committee membership is as follows:

Mastin G. White, Solicitor, Chairman
Milo Perkins, Federal Surplus Commodities Corp.
George W. Trayer, Forest Service
Eric Englund, Bureau of Agricultural Economics
James T. Jardine, Director of Scientific Work
M. S. Eisenhower, Land Use Planning
Henry G. Knight, Bureau of Chemistry and Soils

J. A. Waller

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

March 22, 1938

FILED

* MAR 28 1938 P

Room 1000 to the
Secretary's Room

MEMORANDUM NO. 111

Department Patent Committee

There is hereby established a Department Patent Committee for the purpose of making a study of how foreign governments are handling patents arising from research carried on by government employees, and to making policy recommendations with respect to patents arising out of research in the Department of Agriculture. With the establishment of the four regional laboratories for studying the chemical and technical uses of agricultural products it is felt desirable to have an organized of present patent policy and to develop procedures to encourage the use of new processes and the production of new materials in such a way as to return maximum benefits to American agriculture.

The Committee membership is as follows:

Walter G. White, Solicitor, Chairman
W. H. Perkins, Federal Bureau of Investigation
George W. Trayer, Patent Service
Eric Lundberg, Bureau of Agricultural Economics
James T. Jordan, Director of Scientific Work
E. S. Mashburn, Land Use Planning
Henry G. Kibben, Bureau of Chemistry and Soils

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY AND SOILS ~~+~~
WASHINGTON

March 20, 1939.

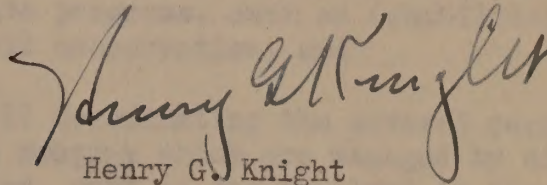
MEMORANDUM FOR MR. PAUL H. APPLEBY

My dear Paul:

The Secretary has been discussing with us the desirability of having a patent committee appointed in the Department for the purpose of making a study of how foreign governments are handling patents arising from research carried on by government employees and to formulate a policy with respect to patents arising out of research in the Department of Agriculture. With the establishment of the Regional Laboratories for studying the chemical and technical uses of agricultural products it is highly desirable to have a patent policy to encourage the use of new processes and the production of new materials, the profits from which may be equably distributed. The following committee is recommended:

Marstin G. White, Solicitor, Chairman
Milo Perkins, Federal Surplus Commodities Corporation
George W. Trayer, Forest Service
Eric Englund, Bureau of Agricultural Economics
James T. Jardine, Director of Scientific Work
Milton S. Eisenhower, Coordinator, Land Use Planning
Henry G. Knight, Bureau of Chemistry and Soils

Respectfully submitted,


Henry G. Knight

Milton S. Eisenhower

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF CHEMISTRY AND SOILS
WASHINGTON

March 20, 1939.

MEMORANDUM FOR H. H. APPELBY

My dear Paul:

The Society has been discussing with us the possibility of having a patent committee associated in the Department for the purpose of making a study of the foreign governments and existing patents relating to the research carried on by government employees and to formulate a policy with respect to patents arising out of research in the Department of Agriculture. With the establishment of the National Laboratories for studying the chemical and technical uses of agricultural products it is highly desirable to have a patent policy to encourage the use of new products and the production of new materials. The following committee is recommended:

Harold G. White, Solicitor, Chairman
Milo Perkins, Federal Sugar Cane Corporation
George W. Fryer, Forest Service
Eric Rasmus, Bureau of Agricultural Economics
James T. Jordan, Director of Scientific Work
Milton S. Eisenhower, Coordinator, Land Use Planning
Henry G. Knight, Bureau of Chemistry and Soils

Respectfully submitted,

Henry G. Knight

Milton S. Eisenhower

File

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

Chiefs of Bureau
Ordered
977
4/6/39
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april 6, 1939.

FILED

MEMORANDUM NO. 814

★ APR 8 1939 B

Please return to the
Secretary's File Room

I. It is the purpose of this memorandum to redefine the functions of the Office of Land Use Coordination.

II. It shall be the function and responsibility of the Office of Land Use Coordination to:

(1) Represent the Secretary in effecting, and in providing continuity for, coordination between the land-use programs of the Department and the work of other Departments and agencies of the Federal Government. Wherever the work of a given agency of the Department is specifically involved in efforts toward such inter-departmental coordination, the Office of Land Use Coordination will secure the cooperation of such agency in conducting the necessary negotiations.

(2) Represent the Secretary in effecting administrative coordination within the Department of all land-use activities, including:

(a) Coordinating currently the land-use programs and policies of the Department;

(1) Promoting an efficient degree of cooperation across bureau lines as between separate programs, such as rehabilitation and soil conservation, and

(2) Coordinating the several parts of a single program which are managed by different agencies, such as are involved in the Farm Forestry program and the operational phase of the Flood Control program;

RFH
WSE

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

April 1, 1933.

MEMORANDUM NO. 814

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II. It shall be the function and responsibility of the Office of Land Use Coordination to:

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(2) Represent the Secretary in effecting administrative coordination within the Department of all land-use activities, including:

(a) Coordinating currently the land-use programs and policies of the Department;

(1) Promoting an efficient degree of cooperation across Bureau lines as between separate programs, such as reclamation and soil conservation, and

(2) Coordinating the several parts of a single program which are managed by different agencies, such as are involved in the Farm Forestry program and the operational phase of the Flood Control program;

(b) Cooperating with the heads of the operating agencies in bringing administrative operations, and the detailed planning essential thereto, in harmony with the general plans prepared and approved in accordance with the departmental procedures established by Memorandum No. 782, dated October 6, 1938;

(c) Cooperating with the Director of Research and the Director of Extension in harmonizing the research, extension, and operational phases of the Department's land use programs;

(d) Clearing and coordinating proposals for land purchase.

(3) Review, coordinate, and, wherever necessary, approve for the Secretary all survey work relating to land use, and, wherever necessary, initiate needed surveys; establish uniform standards for such surveys; maintain a system of advance clearance of surveys, to avoid duplication and to provide for meeting the needs of all agencies of the Department insofar as practicable; assist the Bureau of Agricultural Economics in obtaining such surveys and data as it may need for its general planning work.

(4) Make a continuous study, from the point of view of administrative policy and procedure, of Federal and pertinent State legislation relating to land use activities and make recommendations thereon from time to time to the Secretary.

(5) Make a continuous study of departmental organization, administration, and procedure in the land use field, with a view to achieving maximum coordination of operations within the Department, interdepartmentally, and with relation to the States, and make recommendations thereon from time to time to the Secretary.

(6) Secure administrative coordination of the activities of the Department in the land-use and related fields, with those of State and local agencies, except in the fields of general planning, research, and extension.

(7) Coordinate the Department's water use policies and programs; a member of the staff of the Office of Land Use Coordination shall serve as chairman of the Water Facilities Board.

(b) Cooperating with the heads of the operating agencies in bringing administrative operations, and the detailed planning essential thereto, in harmony with the general plans prepared and approved in accordance with the departmental procedures established by Memorandum No. 782, dated October 6, 1938;

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(f) Make a continuous study, from the point of view of administrative policy and procedure, of Federal and pertinent State legislation relating to land use activities and make recommendations thereon from time to time to the Secretary.

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(h) Secure administrative coordination of the activities of the Department in the land-use and related fields, with those of State and local agencies, except in the fields of general planning, research, and extension.

(i) Coordinate the Department's water use policies and programs; a member of the staff of the Office of Land Use Coordination shall serve as chairman of the Water Facilities Board.

(8) Perform special assignments as made by the Secretary, including review of policy documents, cooperative agreements, and correspondence in the land-use field; review of allocations of funds for flood control operations; review and coordination of legislative proposals in the land-use and related fields, whether initiated in or referred to the Department.

(9) Serve as an executive staff to the Agricultural Program Board and the Secretary's Coordinating Committee.

III. The title of the head of the Office of Land Use Coordination shall hereafter be "Land Use Coordinator." The Coordinator shall serve as Chairman of the Agricultural Program Board and the Liaison Board.

IV. The Liaison Board heretofore established as part of the Office of Land Use Coordination shall give primary consideration to the problems of administrative coordination outlined in this memorandum. Each member of the Liaison Board shall report to the head of his agency concerning the work of the Board, and shall be responsible, under the supervision of the head of the agency, for effectuating within his agency, the decisions of the Board. The Land Use Coordinator shall confer with the heads of agencies of the Department whose work relates to land use to agree upon the representative of the agency who shall serve on the Liaison Board.

V. The regional Coordinators in the Southern Great Plains and Northern Great Plains shall serve as members of the staff of the Office of Land Use Coordination, and shall report to the Land Use Coordinator in the exercise of the functions heretofore assigned to them.

VI. The provisions of Memorandum No. 725, dated July 12, 1937, establishing the Office of Land Use Coordination, are superseded to the extent that they are inconsistent with the provisions of this memorandum, which shall be effective on and after the date hereof.

H A Wallace

Secretary of Agriculture.

(8) Perform special assignments as made by the Secretary, including review of policy documents, cooperative agreements, and correspondence in the land-use field; review of allocation of funds for flood control operations; review and coordination of legislative proposals in the land-use and related fields, whether initiated in or referred to the Department.

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St. C. W. Johnson
Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

January 25, 1940.

MEMORANDUM NO. 814

Pursuant to the authority vested in the Secretary of Agriculture by the Cooperative Farm Forestry Act, approved May 18, 1937 (50 Stat. 188), subject to continuation of the usual departmental reviews and procedures, I hereby delegate to the Land Use Coordinator, Office of Land Use Coordination of the Department of Agriculture, authority to approve and execute, on my behalf, memoranda of understanding covering the establishment and development of intensive forestry projects, cooperative agreements for the procurement, production, and distribution of planting stock, and other agreements and memoranda of understanding with State agencies covering cooperative relationships between the Department of Agriculture and such agencies in furtherance of the cooperative farm forestry program or any phase thereof.

The authority conferred upon the Land Use Coordinator by this memorandum may be exercised, during his absence or incapacity to act, by his staff member in charge of farm forestry cooperation.

H A Wallace

Secretary.

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Please return to the
Secretary's File Room

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

January 1, 1934

MEMORANDUM NO. 214

Pursuant to the authority vested in the Secretary of Agriculture by the Cooperative Forestry Act, approved May 18, 1933 (48 Stat. 138), subject to continuation of the usual departmental review and procedures, I hereby delegate to the Land Use Coordinator, Office of Land Use Coordination of the Department of Agriculture, authority to approve and execute, on my behalf, memoranda of understanding covering the establishment and development of intensive forestry projects, cooperative agreements for the procurement, production, and distribution of planting stock, and other agreements and memoranda of understanding with State agencies covering cooperative relationships between the Department of Agriculture and such agencies in furtherance of the cooperative farm forestry program or any phase thereof.

The authority conferred upon the Land Use Coordinator by this memorandum may be exercised, during his absence or incapacity to act, by his staff member in charge of farm forestry cooperation.

Secretary.



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

MEMORANDUM NO.

Pursuant to the authority vested in the Secretary of Agriculture by the Cooperative Farm Forestry Act, approved May 18, 1937 (50 Stat. 188), I hereby delegate to the Land Use Coordinator, Office of Land Use Coordination of the Department of Agriculture, authority to approve and execute, on my behalf, memoranda of understanding covering the establishment and development of intensive forestry projects, cooperative agreements for the procurement, production, and distribution of planting stock, and other agreements and memoranda of understanding with State agencies covering cooperative relationships between the Department of Agriculture and such agencies in furtherance of the cooperative farm forestry program or any phase thereof.

The authority conferred upon the Land Use Coordinator by this memorandum may be exercised, during his absence or incapacity to act, by his staff member in charge of farm forestry cooperation.

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C.



MEMORANDUM FOR

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The authority conferred upon the Land Use Coordinator by this memorandum may be exercised, during his absence or incapacity to act, by his staff member in charge of farm forestry cooperation.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

January 18, 1940.

MEMORANDUM FOR MR. APPLEBY:

Referring to the attached proposed designation of the Land Use Coordinator, in connection with the Farm Forestry Act, to approve and execute certain instruments, such as "memoranda of understanding covering the establishment and development of intensive forestry projects, cooperative agreements for the procurement, production, and distribution of planting stock, and other agreements and memoranda of understanding with State agencies covering cooperative relationships between the Department of Agriculture and such agencies in furtherance of the cooperative farm forestry program or any phase thereof," there is one point that ought to be considered, I think, as follows:

Where the Secretary approves instruments, there are certain customary departmental staff reviews and procedures provided for, such as legal, fiscal, personnel, etc., where the category of instruments is likely to involve such elements. If, therefore, the Secretary delegates approvals now exercised by him, should not the delegation make clear that the usual departmental reviews and procedures either are to, or need not, continue? If they are to continue, the suggestion is made that this point could be covered by inserting, immediately following the statute citation in line 3 of the proposed delegation, something like this: "subject to continuation of the usual departmental reviews and procedures." On the other hand, if it is desired to have such departmental reviews and procedures optional with the Land Use Coordinator, to be used by him only in the specific instances in which he feels such reviews desirable, then I would say the proposed delegation is all right as now prepared.

Probably the proposed draft reflects no intent either one way or the other on this point or, if anything, merely contemplated continuance of existing procedure, except for relieving the Secretary of the necessity for signing these documents. If the latter is intended, however, I believe it ought to be made clear by an addition to the text, so it will be understood by all concerned.

An entirely gratuitous comment on my part is that while I certainly favor the further decentralization of the signing of documents, in order that so many of them need not go into the Secretary's immediate office, and specifically favor this one, the title of "Coordinator" sounds just a bit odd as approving or executing officer. However, this is a trivial point, which (if others agree with it) no doubt would be rectified as departmental organization develops further.

Very truly yours,
M. C. White

Dear Mr. Stansbury:

M. C. White
Director of Finance.

At the request of Mr. George B. Phillips of your staff, Enclosures. I have prepared a form of agreement for the Secretary's signature, under which the Secretary would delegate to you, as Lead Law Coordinator, the function of approving and creating memoranda of understanding and similar agreements covering cooperative relationships between the Department and State agencies in furtherance of the cooperative farm forestry program. The form of Secretary's agreement is enclosed herewith.

Very truly yours,

M. C. White

Director

Attachment.

An entirely gratuitous statement on my part is that while I
certainly favor the further "reorganization" of the
Court, in order that no more of these cases be brought
before the Court, and especially favor the plan of the
President, I am not at all in sympathy with the
President's plan, which is a radical one, and
which would be tantamount to a complete reorganization of the
Court.

Very truly,
Your obedient servant,
Wm. H. Taft

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

JAN 10 1940
JAN 11 1940

MEMORANDUM FOR MR. M. S. EISENHOWER,
Land Use Coordinator.

Dear Mr. Eisenhower:

At the request of Mr. George R. Phillips of your staff, this office has prepared a form of memorandum for the Secretary's signature, under which the Secretary would delegate to you, as Land Use Coordinator, the function of approving and executing memoranda of understanding and similar agreements covering cooperative relationships between the Department and State agencies in furtherance of the cooperative farm forestry program. The form of Secretary's memorandum is enclosed herewith.

Very truly yours,

Martin S. White

Solicitor.*

Attachment.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

JAN 11 1940

MEMORANDUM FOR MR. M. S. WISNIEWSKI
Land Use Coordinator

Dear Mr. Wisniewski:

At the request of Mr. George E. Phillips of your staff, this office has prepared a form of memorandum for the Secretary's signature, under which the Secretary would delegate to you, as Land Use Coordinator, the function of supervising and executing memoranda of understanding and similar agreements covering cooperative relationships between the Department and State agencies in furtherance of the cooperative farm forestry program. The form of Secretary's memorandum is enclosed herewith.

Very truly yours,



Solicitor

Attachment.

S. DEPARTMENT OF AGRICULTURE

OFFICE OF BUDGET AND FINANCE

WASHINGTON, D. C.

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....., 193Mr Jump

Unless specially provided in the authorization "other staff reviews" are eliminated when such designations as this are authorized. With a few exceptions (probably entirely legal) the Regulations do not require such reviews - but Sec. File Room routes material for Sec. signature thru interested offices. If material is not sent to Sec. File Room such routings are not secured.

Situation could be covered by appropriate insertion in delegation - such as we use for Ashley's delegations

H. C.

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U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D. C.

.....1/15....., 1934

Mr. Nelson

When the Board
approves certain
other staff reviews,
such as legal,
financial, etc
are automatically
provided for.

What about this
aspect where this
kind of delegation
is approved.

W. J.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON, D.C.

JAN 11 1940

DR. M. W. S. WILSON
as Coordinator

George H. Phillips of your staff,
State of Maryland, for the Secretary's
Secretary would delegate to you, as head
of approving and executing memoranda
agreements covering cooperative relation-
and State agencies in furtherance of the
system. The form of Secretary's memorandum

Very truly yours,

W. H. Phillips

Solicitor

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF BUDGET AND FINANCE
WASHINGTON, D.C.

1/12/40

Mr. Phillips

When the day
approaches
the staff
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What about the
report about the
kind of budget
is approved

Very

Chiefs of Bureaus
10318

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 20, 1939

Ordered
no. 1043
4/24/39

MEMORANDUM NO. 815

(Amending Membership of Committee
on Vegetables)

FILED
★ APR 25 1939 G
Pleas the
Room

The membership of the Interdepartmental Committee on Vegetables, created by Memorandum No. 718, is hereby amended to include Mr. A. W. Manchester, Director, Northeast Division, AAA, as Chairman of the Committee in the place of Mr. Evans. Because of increased responsibilities Mr. Evans will be unable to serve on the Committee in the future.

A. W. Manchester
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 20, 1933

MEMORANDUM NO. 812

(Assisting Membership of Committee
on Vegetables)

The membership of the Interdepartmental Committee on
Vegetables, created by Memorandum No. 718, is hereby amended
to include Mr. A. W. Manchester, Director, Vegetable Division,
AAA, as Chairman of the Committee in the place of Mr. Evans.
Because of increased responsibilities Mr. Evans will be unable
to serve on the Committee in the future.

Secretary

Chiefs of Bureau
6/2/39

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 20, 1939

Ordered
no 1042
4/24/39

MEMORANDUM NO. *816*
(Seed Policy Committee)

FILED
★ APR 25 1939 P
Please return to the
Secretary's File Room

The membership of the Department Seed Policy Committee, created by Memorandum No. 777 and supplemented by Memorandums No. 780 and 792, is hereby amended to include Mr. J. B. Hutson, Assistant Administrator, AAA, in the place of Mr. R. M. Evans.

Hawallac
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 20, 1939

MEMORANDUM NO. 777
APR 25 1939
(Seed Policy Committee)
Secretary's File Room

The membership of the Department Seed Policy Committee, created by Memorandum No. 777 and superseded by Memorandum No. 780 and 782, is hereby amended to include Mr. J. E. Burton, Assistant Administrator, AAA, in the place of Mr. R. M. Evans.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

(UN)

OFFICE OF THE SECRETARY

WASHINGTON, D.C.

*Superseded 12/16/39
by new reg. in condensed form
new reg. is
no. 3438.
April 29, 1939.
(3439 used
for old
3438)*

MEMORANDUM NO. 817

Travel by Commercial Airlines
Standardized Government Travel Regulations Amended.

To Chiefs of Bureaus and Others Concerned:

By means of Budget Bureau Circular No. 347, dated March 27, 1939, there was promulgated an amendment to the Standardized Government Travel Regulations as follows:

"Section 8 of the Standardized Government Travel Regulations is hereby amended by striking out the second, third, and fourth sentences of paragraph 1 and inserting, in lieu thereof, the following:

'Transportation by commercial air lines may be authorized or approved by the head of any department, establishment, or agency, or by any of their designated subordinates, in cases where (a) the cost thereof, taking into consideration salary and subsistence savings, is not in excess of travel by other usual means of public transportation, or (b) there is no other usual means of public transportation available, or (c) in emergencies where necessary for saving life or property. When the cost of transportation by air is in excess of the cost of other available transportation, taking into consideration salary and subsistence savings, and there is no existing emergency involving the loss of life or property, transportation by commercial air lines must be specifically authorized or approved in each case by the head of the department, establishment, or agency concerned.'

Letters of authorization or travel orders which authorize the performance of travel in connection with the work of the Department of Agriculture shall, unless otherwise restricted or prohibited in express terms, be construed as authorizing transportation by commercial air lines in cases where (a) the cost thereof, taking into consideration

salary and subsistence savings, is not in excess of travel by other usual means of public transportation, or (b) there is no other usual means of public transportation available, or (c) in emergencies where necessary for saving life or property. In case of travel under conditions outlined in (a) above, the voucher on which reimbursement of expenses is claimed shall be accompanied by a statement showing the time of departure from and time of return to official station (or other points where the per diem allowance is affected) if travel had been performed by other common carrier, a computation of the subsistence savings at the rate given in the travel order (or if travel by steamship where price of passage includes meals, at the rate of \$3 per diem) and a showing of the cost of railroad, Pullman, bus, or other available transportation over the most economical usually travelled route. In case of travel under the conditions outlined in (b) and (c) the voucher on which reimbursement of expenses is claimed shall be supported by a statement, subject to verification, that no other usual means of public transportation was available or that the use of air lines was necessary for the purpose of saving life or property, as the case may be.

The actual cost of airline transportation, except in cases of emergencies involving the saving of life or property, if in excess of the cost of travel by other usual means of public transportation, will be allowed only if such travel is specifically authorized or approved in each case by the Secretary or Acting Secretary of Agriculture. In requesting authorization or approval of such transportation there shall be submitted to the Secretary an explanation of the necessity of travel at a cost in excess of that which would otherwise be incurred. If time permits advance approval should be requested. When circumstances make it impossible to obtain authority in advance, the official or employee concerned must make the decision, on his own responsibility, as to whether or not adequate justification exists for the expenditure of the excess cost of airline travel. It should be understood that requests submitted for post-approval will receive the close scrutiny requested by the President in his letter to the heads of executive departments, establishments and agencies.

This document supersedes Memorandum No. 767, dated July 18, 1938, and the provisions of regulation 3439 of the Regulations of the Department of Agriculture in so far as such regulation is inconsistent herewith. Employees maintaining copies of the Regulations should record this memorandum by appropriate cross reference therein.

H Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 6, 1939.

MEMORANDUM NO. 818

In order to eliminate existing duplications of mechanical repair facilities, and to promote economy and efficiency in the maintenance and rehabilitation of all Departmental automotive and heavy equipment operating in the areas contiguous to Missoula, Montana, Denver, Colorado and Albuquerque, New Mexico, a consolidated repair shop at each of the before named locations will be established effective June 15, 1939, if practicable, but in no event later than July 1, 1939, as hereinafter provided:

1. The Forest Service will organize and operate the consolidated mechanical repair shop at Missoula, Montana.
2. The Bureau of Public Roads will organize and operate the consolidated mechanical repair shop at Denver, Colorado.
3. The Soil Conservation Service will organize and operate the consolidated mechanical repair shop at Albuquerque, New Mexico.
4. The facilities of each of these shops shall be used by all Departmental agencies and will be available to any other Federal Organization desiring to participate.
5. The Bureaus designated will assume full responsibility for the establishment and conduct of the shops in accordance with current Departmental and Bureau regulations and procedure.
6. The responsibility of the consolidated mechanical repair shop will comprise service, maintenance, rehabilitation and work of a mechanical nature as may be required for all equipment headquartering in the immediate vicinity or brought in from the field.
7. Service, preventive maintenance and emergency repairs to equipment in the field at points remote from the shop shall be the responsibility of the agency operating such equipment.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 6, 1939

MEMORANDUM NO. 818

In order to eliminate existing duplications of mechanical repair facilities, and to promote economy and efficiency in the maintenance and rehabilitation of all Departmental automotive and heavy equipment operating in the areas contiguous to Missouri, Montana, Denver, Colorado and Albuquerque, New Mexico, a consolidated repair shop at each of the above named locations will be established effective June 15, 1939, if practicable, but in no event later than July 1, 1939, as hereinafter provided:

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3. The Soil Conservation Service will organize and operate the consolidated mechanical repair shop at Albuquerque, New Mexico.
4. The facilities of each of these shops shall be used by all Departmental agencies and will be available to any other Federal Organization desiring to participate.
5. The Bureau designated will assume full responsibility for the establishment and conduct of the shops in accordance with current Departmental and Bureau regulations and procedures.
6. The responsibility of the consolidated mechanical repair shop will comprise service, maintenance, rehabilitation and work of a mechanical nature as may be required for all equipment headquartered in the immediate vicinity or brought in from the field.
7. Service, preventive maintenance and emergency repairs to equipment in the field at points remote from the shop shall be the responsibility of the agency operating such equipment.

8. The responsibility for operating equipment in the field, its condition, nature and extent of repairs or any other prerogative of ownership shall rest solely with the agency having custody. It may secure service or emergency repairs commercially. Commercial facilities may likewise be patronized by any agency Organization and Operation. for the purpose of securing a cost comparison with work done in the consolidated shop. Prior
 1. It is the responsibility of each participating agency to submit to the operating agency a quarterly forecast and the schedule of work to be performed, thirty days in advance of the beginning of each quarterly period. of the work the facts, circumstances and costs in sufficient detail to admit of
 2. Upon the basis of the aggregate of these forecasts, modified in the interest of economy, as may be possible to reduce excessive peak loads, the operating Bureaus shall secure quarters, provide tools and appliances, accumulate parts and supplies and assemble the required personnel as may be necessary to meet the service demand.
 3. Tools and appliances, parts and supplies, shall be secured from any surplus which may become available from participating agencies on account of this consolidation, in so far as possible, providing the available stocks are needed and necessary for shop operation. The contributing agency will be credited with the inventory value of parts and supplies used in repair of the vehicles of that agency.
- Fiscal.
4. The management and directing personnel shall be selected by the operating Bureau. and statutory limitations, the consolidated shop shall be financed either by the operating
 5. Mechanics and other personnel shall be assembled as required, preference being given to qualified personnel who may be released by cooperating agencies on account of this consolidation.
 6. The operating Bureau shall install a comprehensive cost record system equivalent to the best modern commercial repair shop
 7. The shop shall be prepared to undertake mechanical work in all categories, including mobile repair units, and offer service to the participating agencies, substantially equivalent to modern commercial standard practice.
 8. Charges for materials shall be the actual cost of all parts
 7. The operating Bureau shall conduct the shop in a manner similar to commercial establishments. Each cooperating agency shall have the status of customer, entitled to all the rights and prerogatives of a patron. compounds, chains and other items costing less than 10¢ and too minute to itemize shall
 8. Each agency shall designate to the operating Bureau the shop most suited to its needs and shall agree to patronize such shop to the fullest extent compatible with transportation economy and expediency.

8. The responsibility for operating equipment in the field, its condition, nature and extent of repairs or any other prerogative of ownership shall rest solely with the agency having custody.

Organization and Operation.

1. It is the responsibility of each participating agency to submit to the operating agency a quarterly forecast and schedule of work to be performed, thirty days in advance of the beginning of each quarterly period.
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3. Tools and appliances, parts and supplies, shall be secured from any surplus which may become available from participating agencies on account of this consolidation, in so far as possible, providing the available stocks are needed and necessary for shop operation. The contributing agency will be credited with the inventory value of parts and supplies used in repair of the vehicles of that agency.
4. The management and directing personnel shall be selected by the operating Bureau.
5. Mechanics and other personnel shall be assembled as required, preference being given to qualified personnel who may be leased by cooperating agencies on account of this consolidation.
6. The shop shall be prepared to undertake mechanical work in all categories, including mobile repair units, and offer service to the participating agencies, substantially equivalent to modern commercial standard practice.
7. The operating Bureau shall conduct the shop in a manner similar to commercial establishments. Each cooperating agency shall have the status of customer, entitled to all the rights and prerogatives of a patron.
8. Each agency shall designate to the operating Bureau the shop most suited to its needs and shall agree to patronize such shop to the fullest extent compatible with transportation economy and expediency.

9. When ascertained by conference between the shop management and liaison officer that the consolidated shop is temporarily overloaded and unable to provide immediate emergency service, a cooperating agency may secure service or emergency repairs commercially. Commercial facilities may likewise be patronized by any agency when the occasion requires for the purpose of securing a cost comparison with work done in the consolidated shop. Prior to securing commercial repairs in accordance with the foregoing within the area normally served by the consolidated shop, the securing agency shall indicate its intention to the shop to so proceed and report immediately upon completion of the work the facts, circumstances and costs in sufficient detail to admit of analysis and comparison to the operating Bureau together with a copy to the Office of Plant and Operations.
10. The consolidated shop may have certain specialized or unusual work done commercially when such practice is in the interest of economy.
11. The ordinary vendor-customer relationship between the shop and any cooperating agency shall be maintained without ceremony; that is, all matters pertaining to priorities, nature and extent of repairs, quality of workmanship, costs and reimbursements shall be adjusted by direct negotiation between the shop management and designated liaison officers.

Fiscal.

1. Subject to fiscal regulations and statutory limitations, the consolidated shop shall be financed either by the operating Bureau or by cooperative agreement between the participating agencies.
2. The operating Bureau shall install a comprehensive cost record system equivalent to the best modern commercial repair shop practice.
3. Charges shall be made on the basis of labor and materials.
4. Charges for materials shall be the actual cost of all parts and supplies separately identifiable f.o.b. the shop.
5. Incidental expendable supplies such as cotter pins, nails, lockwashers, screws, lapping compounds, shelac and other items costing less than 10¢ and too minute to itemize shall be included in shop operating costs.

9. When ascertained by conference between the shop management and liaison officer that the consolidated shop is temporarily overloaded and unable to provide immediate emergency service, a cooperating agency may secure service or emergency repairs commercially. Commercial facilities may likewise be patronized by any agency when the occasion requires for the purpose of securing a cost comparison with work done in the consolidated shop. Prior to securing commercial repairs in accordance with the foregoing within the area normally served by the consolidated shop, the securing agency shall indicate its intention to the shop to so proceed and report immediately upon completion of the work the facts, circumstances and costs in sufficient detail to admit of analysis and comparison to the operating Bureau together with a copy to the Office of Plant and Operations.

10. The consolidated shop may have certain specialized or unusual work done commercially when such practice is in the interest of economy.

11. The ordinary vendor-customer relationship between the shop and any cooperating agency shall be maintained without ceremony; that is, all matters pertaining to priorities, nature and extent of repairs, quality of workmanship, costs and reimbursements shall be adjusted by direct negotiation between the shop management and designated liaison officers.

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1. Subject to fiscal regulations and statutory limitations, the consolidated shop shall be financed either by the operating Bureau or by cooperative agreement between the participating agencies.
2. The operating Bureau shall install a comprehensive cost record system equivalent to the best modern commercial repair shop practice.
3. Charges shall be made on the basis of labor and materials.
4. Charges for materials shall be the actual cost of all parts and supplies separately identifiable I.O.C. the shop.
5. Incidental expendable supplies such as cotter pins, nails, lockwashers, screws, lapping compounds, shims and other items costing less than 10¢ and too minute to itemize shall be included in shop operating costs.

6. Charges for labor shall be on the basis of an hourly rate per hour of direct labor applied to the job.
7. The hourly rate shall be the sum of the components of wages plus overhead, determined by dividing the total of such costs for the preceeding three months period by the total number of hours direct labor during the corresponding period. Overhead shall consist of management, direct supervision, storekeeping, lost time, nonproductive labor, rent, utilities, heating, depreciation of shop tools and equipment, incidental upkeep and supplies, and other undistributable costs. The overhead cost of operation of mobile repair units shall be compiled separately and shall be apportioned on an hourly basis only to those agencies subscribing to this type of service.
8. The segregation of overhead costs, the aggregate amount and the method of determining the applicable proportion shall be subject to inspection and review by any participating agency upon request.
9. Invoicing and reimbursement shall be effected in accordance with the standard procedure of any participating agency.

Collaborative Control.

1. All differences arising in connection with any provision in this outline shall be reconciled by direct negotiation between the parties concerned. In the event of an impasse the matter shall be presented to the Office of Plant and Operations for consideration through the appropriate administrative channels.

JWH *Harry L. Brown*
Acting Secretary of Agriculture.

F. J. H.

EM

J. H. H.

CCS

HCN

6. Charges for labor shall be on the basis of an hourly rate per hour of direct labor applied to the job.

7. The hourly rate shall be the sum of the components of wages plus overhead, determined by dividing the total of such costs for the preceding three months period by the total number of hours direct labor during the corresponding period. Overhead shall consist of management, direct supervision, storekeeping, lost time, nonproductive labor, rent, utilities, heating, depreciation of shop tools and equipment, incidental upkeep and supplies, and other undistributable costs. The overhead cost of operation of mobile repair units shall be compiled separately and shall be apportioned on an hourly basis only to those agencies subscribing to this type of service.

8. The segregation of overhead costs, the aggregate amount and the method of determining the applicable proportion shall be subject to inspection and review by any participating agency upon request.

9. Invoicing and reimbursement shall be effected in accordance with the standard procedure of any participating agency.

Collaborative Control.

1. All differences arising in connection with any provision in this outline shall be reconciled by direct negotiation between the parties concerned. In the event of an impasse the matter shall be presented to the Office of Plant and Operations for consideration through the appropriate administrative channels.

James L. Brown

Acting Secretary of Agriculture

F. H. F.

W. H.

W. H.

H. H.

UNIT. STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 4, 1939.

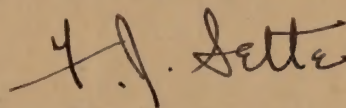
MEMORANDUM FOR:

Dr. H. H. Bennett, Chief, Soil Conservation Service
Mr. F. A. Silcox, Chief, Forest Service
Mr. T. H. MacDonald, Chief, Bureau of Public Roads

The attached memorandum prepared for the signature of the Secretary covers the establishment of consolidated shop activities within the areas of Missoula, Denver, and Albuquerque. The memorandum is in accordance with the viewpoint of the Technical Advisory Board developed in conferences between the officials of the various Bureaus concerned. If the memorandum meets with your approval, will you please indicate by initialing the original copy in order that we may obtain the Secretary's signature at an early date.

One copy of the attached is for your file.

Very sincerely yours,



F. J. Sette
Special Technical Assistant,
Office of the Secretary.

MAY 4, 1932

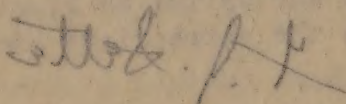
MEMORANDUM FOR:

Mr. T. H. MacDonald, Chief, Bureau of Public Roads
Mr. F. A. Silcox, Chief, Forest Service
Dr. H. H. Bennett, Chief, Soil Conservation Service

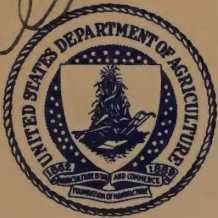
The attached memorandum prepared for the signature of the Secretary covers the establishment of consolidated shop activities within the areas of Missoula, Denver, and Albuquerque. The memorandum is in accordance with the viewpoint of the Technical Advisory Board developed in conference between the officials of the various bureaus concerned. If the memorandum meets with your approval, will you please indicate by initialing the original copy in order that we may obtain the Secretary's signature at an early date.

One copy of the attached is for your file.

Very sincerely yours,



F. L. Sette
Special Technical Assistant,
Office of the Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

June 14, 1940.

*Ordered
6/19/40
581
(R)*

MEMORANDUM NO. 818, SUPPLEMENT NO. 1

Pursuant to the policy of consolidating mechanical repair facilities to reduce existing duplications as promulgated in the Secretary's Memorandum No. 818, dated May 6, 1939, it now appears desirable to extend the designation of shops to include the facilities at the following locations:

Arcadia, California
Stockton, California
Redding, California
Grants Pass, Oregon
Prineville, Oregon

Pendleton, Oregon
Portland (Sellwood), Oregon
North Bend, Washington
Leavenworth, Washington
Hill City, South Dakota

Each of the foregoing repair shops will be operated on a consolidated shop basis by the Forest Service in accordance with the provisions of Memorandum No. 818, except as hereinafter provided.

Paragraph 7 of the Fiscal Section of Memorandum No. 818 is changed to read as follows:

The hourly rate shall be the sum of wages and overhead. Wages shall be computed upon the basis of the net number of productive hours annually, after deducting all currently accruing leave and non-work days authorized by the regulations. Overhead shall consist of management, direct supervision, storekeeping, lost time, non-productive labor, rent, utilities, heating, depreciation of shop tools and equipment (where authorized by law), incidental upkeep and supplies, and all other undistributable costs. The overhead cost of operation of mobile repair units shall be compiled separately and shall be apportioned upon an hourly basis only to those agencies desiring this type of service.

Shop Work 1

September 6, 1942.

From information available, it appears that Paragraph 6 of Memorandum No. 818 should be clarified as follows:

It was not intended that consolidated repair shops should furnish service such as the pick-up and delivery of cars. If a shop has the facilities for rendering this service there would be no objection to their doing so; however, this is not a requirement of Memorandum No. 818.

It should also be pointed out that the storage of other than equipment of the operating agency is predicated upon the availability of storage facilities.

H A Wallace

Secretary.

1. Each consolidated shop shall be operated by the operating Bureau or by contract with the Bureau, the participating operating agencies, or by agreement between the participating operating agencies.
2. Each operating Bureau shall install a shop cost record system sufficient to furnish cost data on each job, and to provide the management with such information as is necessary to operate the shop in an economical and efficient manner.
3. There shall be established for each shop a master job record file showing by make and model of equipment, and type of repair, the number of direct labor hours required and the cost of parts and materials used in making each type of repair. This record will be of value in making estimates on new jobs and comparing costs of repair work between shops.
4. There shall be prepared for each job to be done in the shops a job order in a form providing for a job number, a description of the repairs to be made or services required, and the estimated amount of the job to be done approved by the requisitioning officer. This form shall be used as the job progresses to record the materials and supplies used on the job and the cost thereof, and the number of direct labor hours worked on the job and the cost thereof. The form

Shop Work 1

From information available, it appears that Paragraph 6 of Memorandum No. 818 should be clarified as follows:

It was not intended that consolidated repair shops should furnish service such as the pick-up and delivery of cars. If a shop has the facilities for rendering this service there would be no objection to their doing so; however, this is not a requirement of Memorandum No. 818.

It should also be pointed out that the storage of other than equipment of the operating agency is predicated upon the availability of storage facilities.

W. A. Wallace

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

Sec. 33/
JRM
9-10-40

September 6, 1940.

FILED



Please return to MEMORANDUM NO. 818, SUPPLEMENT NO. 2
the Secretary's File Room

Consolidated Repair Shops -
Revision of Fiscal Section of Memorandum

The Fiscal Section of the Secretary's Memorandum No. 818, dated May 6, 1939, pages 3 and 4, and the revision of paragraph 7 contained in Supplement No. 1 to the Secretary's Memorandum No. 818, dated June 14, 1940, are hereby rescinded and a new Fiscal Section is issued as follows:

Fiscal.

1. Each consolidated shop shall be financed either by the operating Bureau or by cooperative agreements between the participating agencies.
2. Each operating Bureau shall install a shop cost record system sufficient to furnish cost data on each job, and to provide the management with such information as is necessary to operate the shop in an economical and efficient manner.
3. There shall be established for each shop a master job record file showing by makes and models of equipment, and types of repair, the number of direct labor hours required and the cost of parts and materials used in making each type of repair. This record will be of value in making estimates on new jobs and comparing costs of repair work between shops.
4. There shall be prepared for each job to be done in the shops a job order on a form providing for a job number, a description of the repairs to be made or services rendered, and the estimated amount of the job to be done approved by the requisitioning officer. This same form shall be used as the job progresses to record the materials and supplies used on the job and the cost thereof, and the number of direct labor hours worked on the job and the cost thereof. The form

Shop Work 1

Dec. 31
1937
p. 1-40

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

September 8, 1937

MEMORANDUM FOR THE SECRETARY
SUBJECT: Revision of Manual Section of Memorandum

Consolidated Manual Section -
Revision of Manual Section of Memorandum

The Manual Section of the Secretary's Memorandum No. 118, dated May 6, 1937, pages 3 and 4, and the revision of paragraph 7 contained in Supplement No. 1 to the Secretary's Memorandum No. 118, dated June 14, 1937, are hereby rescinded and a new Manual Section is issued as follows:

Manual.

1. Each consolidated shop shall be financed either by the operating Bureau or by cooperative arrangements between the participating agencies.
2. Each operating Bureau shall install a shop cost record system sufficient to furnish cost data on each job, and to provide the management with such information as is necessary to operate the shop in an economical and efficient manner.
3. There shall be established for each shop a master job record file showing by dates and initials of assignment, and types of repair, the number of direct labor hours required and the cost of parts and material used in making each type of repair. This record will be of value in making estimates on new jobs and comparing costs of repair work between shops.
4. There shall be prepared for each job to be done in the shop a job order on a form providing for a job number, a description of the repairs to be made or services rendered, and the estimated amount of the job to be done approved by the responsible officer. This same form shall be used as the job progresses to record the materials and supplies used on the job and the cost thereof, and the number of direct labor hours worked on the job and the cost thereof. The form

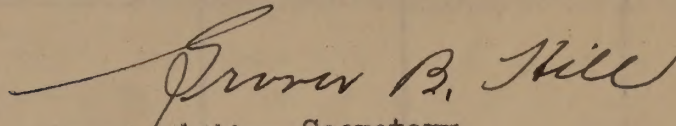
should also provide for approval of the completed job by the shop foreman and the shop inspector.

5. In order to provide a record of the number of direct labor hours worked by employees whose time is charged as direct labor against jobs, each employee shall keep a daily time card showing the number of direct labor hours worked on each job.
6. Parts and materials used in repair work done in the shops shall be charged to requisitioning agencies at the actual cost of such parts and materials, f.o.b. the shops. The charges shall be segregated from those for direct labor hours on the bills rendered to requisitioning agencies for payment.
7. The hourly rate for direct labor to be charged to jobs shall be fixed at an amount sufficient to produce enough income from the total number of direct labor hours applied to all jobs to cover the total cost of shop operation, exclusive of the costs of parts and materials referred to in paragraph 6. The term "direct labor hours" means the hours of labor worked directly on jobs by mechanics and laborers.
8. Incidental supplies such as cotter pins, nuts, screws, lock washers, lapping compounds, shellac, and other items costing less than ten cents or too minute to itemize shall not be itemized and billed for as such, but such items shall be included as a part of the cost of shop operation, as described in paragraph 7 above.
9. The manager of each shop shall be furnished a monthly statement of shop operations, showing gross earnings from operations, total cost of operations, and the balance or differences between them. Copies of these statements shall be furnished the Office of Plant and Operations, Department of Agriculture, when requested. (See Exhibit "A" as a sample form of operating statement)
10. Invoicing and reimbursement shall be effected in accordance with the standard procedure of any participating agency.

should also provide for approval of the completed job by the shop foreman and the shop inspector.

5. In order to provide a record of the number of direct labor hours worked by employees whose time is charged as direct labor against jobs, each employee shall keep a daily time card showing the number of direct labor hours worked on each job.
6. Parts and materials used in repair work done in the shops shall be charged to repositioning agencies at the actual cost of such parts and materials, i.e., the shops. The charges shall be segregated from those for direct labor hours on the bills rendered to repositioning agencies for payment.
7. The hourly rate for direct labor to be charged to jobs shall be fixed at an amount sufficient to provide enough income from the total number of direct labor hours applied to all jobs to cover the total cost of shop operation, exclusive of the costs of parts and materials referred to in paragraph 6. The term "direct labor hours" means the hours of labor worked directly on jobs by mechanics and laborers.
8. Incidental supplies such as cotter pins, nuts, screws, lock washers, lapping compounds, shims, and other items costing less than ten cents or too minute to itemize shall not be itemized and billed for as such, but such items shall be included as a part of the cost of shop operation, as described in paragraph 7 above.
9. The manager of each shop shall be furnished a monthly statement of shop operations, showing gross earnings from operations, total cost of operations, and the balance or difference between them. Copies of these statements shall be furnished the Office of Plant and Operations, Department of Agriculture, when requested. (See Exhibit "A" as a sample form of operating statement)
10. Invoicing and reimbursement shall be effected in accordance with the standard procedure of any participating agency.

11. All shop records and the method used in determining the amount charged for work performed by the shops, shall be available for inspection by any participating agency upon request.


Acting Secretary.

Attachment

11. All shop records and the method used in determining the amount charged for work performed by the shop, shall be available for inspection by any participating agency upon request.

James B. Miller
Acting Secretary.

Attachment

BUREAU _____

COMPARATIVE STATEMENT OF OPERATION FOR CONSOLIDATED REPAIR SHOP, _____

(LOCATION)

MONTH ENDING _____, 19____

	(MONTH) 1940	(MONTH) 1939	CUMULATIVE TOTALS TO DATE 1940	CUMULATIVE TOTALS TO SAME PERIOD 1939
<u>EARNINGS FROM OPERATIONS</u> (INVOICES)				
WORK DONE FOR BUREAUS:				
<u>BUREAU</u> <u>MATERIAL</u> <u>DIRECT LABOR</u>				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL				
OTHER INCOME				
GROSS EARNINGS FROM OPERATIONS				
<u>COST OF OPERATIONS</u>				
OPERATING EXPENSES:				
SALARY OF MECHANICS				
SALARY OF LABORERS				
ADMINISTRATIVE SALARIES				
MISCELLANEOUS SUPPLIES				
RENT				
HEAT, LIGHT & POWER				
TELEPHONE				
WATER				
TOOLS (EXPENDABLE AND SEMI-EXPENDABLE)				
MAINTENANCE OF BUILDINGS & GROUNDS				
MAINTENANCE OF PLANT				
COST OF MATERIALS ISSUED				
OTHER EXPENSES				
TOTAL COST OF OPERATIONS				
BALANCE OR DIFFERENCE				

INVENTORY STATEMENT FOR MONTH ENDING _____, _____

INVENTORY, BEGINNING OF PERIOD

PURCHASES, DURING PERIOD

TOTAL

LESS, INVENTORY AT END OF PERIOD

MATERIAL ISSUED DURING PERIOD



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED

★
Please return to
the Secretary's File Room

September 30, 1940.

*Ordered
no 428
10/1/40
(2)*

MEMORANDUM NO. 818, SUPPLEMENT NO. 3

Effective November 1, 1940, the designation of mechanical repair shops participating in the Departmental program promulgated in the Secretary's Memorandum No. 818 and Supplements No. 1 and No. 2 shall be extended to include repair facilities at the following locations.

<u>Location</u>	<u>Operated by</u>
Amarillo, Texas	Soil Conservation Service
Atlanta, Georgia	Farm Security Administration
Oakland, California	Public Roads Administration
Spartanburg, South Carolina	Soil Conservation Service

With the addition of the foregoing, the roster of mechanical repair shops now participating in the Departmental program is as follows:

<u>Location</u>	<u>Operated by</u>
Albuquerque, New Mexico	Soil Conservation Service
Amarillo, Texas	Soil Conservation Service
Arcadia, California	Forest Service
Atlanta, Georgia	Farm Security Administration
Denver, Colorado	Public Roads Administration
Grants Pass, Oregon	Forest Service
Hill City, South Dakota	Forest Service
Leavenworth, Washington	Forest Service
Missoula, Montana	Forest Service
North Bend, Washington	Forest Service
Oakland, California	Public Roads Administration
Pendleton, Oregon	Forest Service
Portland (Sellwood) Oregon	Forest Service
Prineville, Oregon	Forest Service
Redding, California	Forest Service
Spartanburg, South Carolina	Soil Conservation Service
Stockton, California	Forest Service

Paul H. Supply
Acting Secretary.

Shop Work 1



DEPARTMENT OF AGRICULTURE

WASHINGTON

Please return to
the Secretary's File Room

May 17, 1941

MEMORANDUM NO. 818. SUPPLEMENT NO. 4

Effective June 1, 1941 the designation of mechanical repair shops participating in the Departmental program promulgated in the Secretary's Memorandum No. 818 and Supplements Nos. 1, 2 and 3 shall be extended to include the equipment repair facilities at the following locations:

<u>Location</u>	<u>Operating Agency</u>
Beltsville Research Center Spokane, Washington	Office of Plant and Operations Forest Service

With the inclusion of the foregoing, the roster of mechanical repair shops participating in the Departmental program is as follows:

<u>Location</u>	<u>Operating Agency</u>
Albuquerque, New Mexico	Soil Conservation Service
Amarillo, Texas	Soil Conservation Service
Arcadia, California	Forest Service
Atlanta, Georgia	Farm Security Administration
Beltsville Research Center	Office of Plant and Operations
Denver, Colorado	Public Roads Administration
Grants Pass, Oregon	Forest Service
Hill City, South Dakota	Forest Service
Leavenworth, Washington	Forest Service
Missoula, Montana	Forest Service
North Bend, Washington	Forest Service
Oakland, California	Public Roads Administration
Pendleton, Oregon	Forest Service
Portland (Sellwood), Oregon	Forest Service
Prineville, Oregon	Forest Service
Spartanburg, South Carolina	Soil Conservation Service
Spokane, Washington	Forest Service
Stockton, California	Forest Service
Washington, D. C.	Office of Plant and Operations

Claude R. Weekard

Secretary

Shop Work 1

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 11, 1917

MEMORANDUM FOR THE SECRETARY

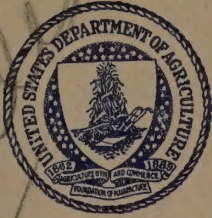
Effective June 1, 1917, the designation of mechanical repair shops participating in the Departmental program authorized in the Secretary's Memorandum No. 118 and Supplement No. 1, 2 and 3 shall be extended to include the equipment repair facilities at the following locations:

<u>Location</u>	<u>Cooperating Agency</u>
Beltville Research Center	Office of Plant and Operations
Soosaga, Washington	Forest Service

With the inclusion of the foregoing, the roster of mechanical repair shops participating in the Departmental program is as follows:

<u>Location</u>	<u>Cooperating Agency</u>
Albuquerque, New Mexico	Soil Conservation Service
Amarillo, Texas	Soil Conservation Service
Artesia, California	Forest Service
Atlanta, Georgia	Farm Security Administration
Beltville Research Center	Office of Plant and Operations
Denver, Colorado	Public Roads Administration
Grant, Texas	Forest Service
Hill City, South Dakota	Forest Service
Leavenworth, Washington	Forest Service
Merced, California	Forest Service
North Bend, Washington	Forest Service
Oakland, California	Public Roads Administration
Portland, Oregon	Forest Service
Portland (Bellevue), Oregon	Forest Service
Prineville, Oregon	Forest Service
Rockingham, South Carolina	Soil Conservation Service
Soosaga, Washington	Forest Service
Stockton, California	Forest Service
Washington, D. C.	Office of Plant and Operations

Charles H. Woodard
Secretary



DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



Please return to
the Secretary's File Room

June 28, 1941.

CORRECTION TO MEMORANDUM NO. 818. SUPPLEMENT NO. 4

The roster of mechanical repair shops participating in the Departmental program inadvertently omitted the previously designated Forest Service repair shop at Redding, California. The corrected roster as of June 24, 1941 is as follows:

<u>Location</u>	<u>Operating Agency</u>
Albuquerque, New Mexico	Soil Conservation Service
Amarillo, Texas	Soil Conservation Service
Arcadia, California	Forest Service
Atlanta, Georgia	Farm Security Administration
Beltsville Research Center	Office of Plant and Operations
Denver, Colorado	Public Roads Administration
Grants Pass, Oregon	Forest Service
Hill City, South Dakota	Forest Service
Leavenworth, Washington	Forest Service
Missoula, Montana	Forest Service
North Bend, Washington	Forest Service
Oakland, California	Public Roads Administration
Pendleton, Oregon	Forest Service
Portland (Sellwood), Oregon	Forest Service
Prineville, Oregon	Forest Service
Redding, California	Forest Service
Spartanburg, South Carolina	Soil Conservation Service
Spokane, Washington	Forest Service
Stockton, California	Forest Service
Washington, D. C.	Office of Plant and Operations

Paul H. Appleby
Under Secretary

Shop work 1

DEPARTMENT OF AGRICULTURE
WASHINGTON

FILED



CORRECTION TO MEMORANDUM NO. 818, SUPPLEMENT NO. 11

The roster of mechanical repair shops participating in the Departmental program inadvertently omitted the previously designated Forest Service repair shop at Redding, California. The corrected roster as of June 24, 1941 is as follows:

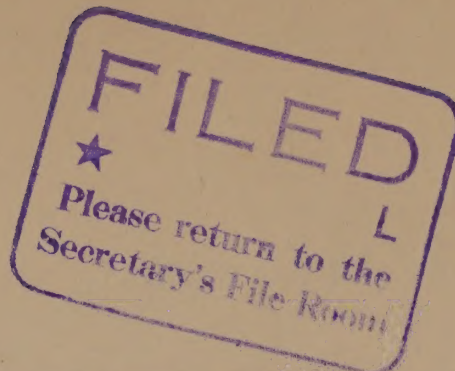
Operating Agency	Location
Soil Conservation Service	Albuquerque, New Mexico
Soil Conservation Service	Amarillo, Texas
Forest Service	Armadillo, California
Forest Service	Atlanta, Georgia
Forest Service	Battelle Research Center
Forest Service	Denver, Colorado
Forest Service	Grants Pass, Oregon
Forest Service	Hill City, South Dakota
Forest Service	Leavenworth, Washington
Forest Service	Missoula, Montana
Forest Service	North Bend, Washington
Public Roads Administration	Oakland, California
Forest Service	Portland, Oregon
Forest Service	Portland (Selling), Oregon
Forest Service	Prineville, Oregon
Forest Service	Redding, California
Soil Conservation Service	Spartanburg, South Carolina
Forest Service	Spokane, Washington
Forest Service	Stockton, California
Office of Plant and Operations	Washington, D. C.

Secretary

[Handwritten signature]



DEPARTMENT OF AGRICULTURE
WASHINGTON



May 13, 1942

MEMORANDUM NO. 818, Supplement No. 5

Ref # 2713
5-13-42

Subject: Discontinuance of USDA Consolidated
Repair Shop, Spartanburg, S. C.

The Soil Conservation Service is discontinuing their
shop operations at Spartanburg, South Carolina. There-
fore, effective immediately, this shop is discontinued
as a designated USDA Consolidated Repair Shop.

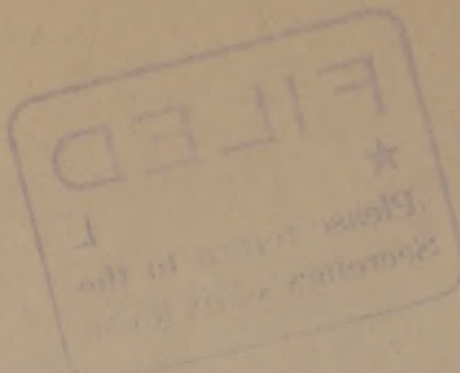
Erwin B. Hill
Assistant Secretary

ORGANIZATION

Consolidated Repair Shop, Spartanburg, S.C., Discontinuance of
Discontinuance of USDA Consolidated Repair Shop, Spartanburg, S. C.
Shop Operations at Spartanburg, S. C., Discontinued

Service 2-1

DEPARTMENT OF AGRICULTURE
WASHINGTON



May 12, 1942

MEMORANDUM NO. 518, Supplement No. 5

Subject: Discontinuance of USDA Consolidated
Repair Shop, Spartanburg, S. C.

The Soil Conservation Service is discontinuing their
shop operations at Spartanburg, South Carolina. There-
fore, effective immediately, this shop is discontinued
as a designated USDA Consolidated Repair Shop.

[Signature]
Acting Director

ORGANIZATION
Consolidated Repair Shop, Spartanburg, S. C., Discontinuance of
Discontinuance of USDA Consolidated Repair Shop, Spartanburg, S. C.
Shop Operations at Spartanburg, S. C., Discontinued



DEPARTMENT OF AGRICULTURE
WASHINGTON

*Order 2727
May 28, 1942*

Order No. 2727
May 28, 1942

May 28, 1942

FILED
★
Please return to the
Secretary's File Room

MEMORANDUM NO. 818, Supplement No. 6

Subject: Discontinuance of USDA Consolidated
Repair Shop, Amarillo, Texas

The Soil Conservation Service is discontinuing their shop
operations at Amarillo, Texas. Therefore, effective im-
mediately, this shop is discontinued as a designated USDA
Consolidated Repair Shop.

Claude R. Wickard

Secretary

ORGANIZATION

Consolidated Repair Shop, Amarillo, Texas, Discontinuance of
Discontinuance of USDA Consolidated Repair Shop, Amarillo, Texas
Shop Operations at Amarillo, Texas, Discontinued

Services 2-1

DEPARTMENT OF AGRICULTURE
WASHINGTON



Order No. 2757
May 28, 1942

May 28, 1942

FILED
★
U.S. DEPT. OF AGRICULTURE
WASHINGTON, D.C.

Mr. J. B. ...

Subject: Discontinuance of USDA Consolidated
Repair Shop, Amarillo, Texas

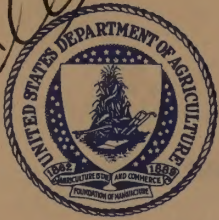
The Soil Conservation Service has discontinued their shop
operating at Amarillo, Texas. Therefore, effective im-
mediately, this shop is discontinued as a consolidated USDA
Consolidated repair shop.

Charles R. ...

Secretary

ORGANIZATION
Consolidated Repair Shop, Amarillo, Texas, Discontinuance of
Discontinuance of USDA Consolidated Repair Shop, Amarillo, Texas
Shop Operations at Amarillo, Texas, Discontinued

Revised



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 12, 1939

MEMORANDUM NO. 819

The establishment of the Technical Advisory Board was originally authorized under Memorandum, dated June 8, 1938, addressed to the Chiefs of the Bureaus and Offices. Since that time, there has been created by Memorandum No. 809, dated February 27, 1939, an Office of Plant and Operations, of which the Technical Advisory Board now becomes a part. This Board has now functioned for a period of approximately ten months, and on the basis of experience gained and services rendered to the Department as a whole, an enlargement of its responsibilities is necessary.

The Technical Advisory Board (which, in addition to the board itself, includes Technical Assistants) will be under the general administrative supervision of Major Otto Engelmann, Chairman. In addition to the Chairman, the membership of the Board will be as follows:

Mr. W. K. Knauff
Mr. C. A. Logan
Mr. Marshall S. Wright

The Board membership may be enlarged from time to time as the needs may require and subject to the approval of the Secretary.

The Board will actively cooperate (1) with the Chief, Division of Purchase, Sales and Traffic and responsible officials of the several Bureaus in the solution of problems incident to the procurement of equipment and (2) with the respective Department and Bureau Offices in the determination of the policies to be adopted in the selection, operation, maintenance and repair of all types of equipment.

It will be the responsibility of the Chief, Division of Purchase, Sales and Traffic to refer to the Board (1) all requests for procurement of items of equipment which do not conform to standard specifications as promulgated by the Board; (2) procurement of technical services such as aerial surveys, etc., and (3) any requests for equipment which, because of their general use, may require a promulgation of criteria and standard specifications in the interest of

departmental efficiency and economy.

FUNCTIONS:

1. To approve all technical engineering requirements in specifications employed by the Department in the procurement of articles, materials, supplies and equipment.
2. To decide on all engineering questions of controversial or other character which may develop in connection with awards of contracts based on such specifications.
3. To supplement existing Federal specifications by developing Department of Agriculture standard specifications to be used throughout the Department for the purchase of articles, materials, supplies and equipment which involve the application of engineering principles.
4. To conduct studies of the operating, maintenance and repair costs of equipment with a view to determining criteria as to the number, character and location of depots, repair shops, etc.
5. To initiate and/or receive and analyze all proposals for the establishment of equipment depots, repair shops and photographic laboratories, and to prepare appropriate recommendations in each case.
6. To receive and analyze all proposals for aerial photographic projects, to establish uniform standards and criteria in connection with aerial photography such as scales, reflying and other pertinent matter, and to prepare appropriate recommendations to the Office of Land Use Coordination.
7. To make studies of the use, distribution and availability of equipment in order that the Department may develop policies which are designed to provide a maximum return on the equipment investment.
8. To make studies and prepare recommendations incident to the development of a rational plan for evaluating the needs, use, maintenance and disposition of equipment so that the best interests of the Department of Agriculture and the Government will be safeguarded.

The Technical Advisory Board, in addition to its full time members, will be assisted in the performance of its responsibilities by auxiliary committees composed of representatives of the several

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 6. To receive and analyze all proposals for aerial photographic projects, to establish uniform standards and criteria in connection with aerial photographic work as aerial, refueling and other pertinent matter, and to prepare appropriate recommendations to the Office of Land Use Coordination.
 7. To make studies of the use, distribution and availability of equipment in order that the Department may develop policies which are designed to provide a maximum return on the equipment investment.
 8. To make studies and prepare recommendations in relation to the development of a national plan for evaluating the needs, use, maintenance and allocation of equipment so that the best interests of the Department of Agriculture and the Government will be safeguarded.
- The Technical Advisory Board, in addition to its full time members, will be assisted in the performance of its responsibilities by auxiliary committees composed of representatives of the several

Bureaus and Offices which have a substantial need for varying types of equipment. Unless other designations are authorized by the Chiefs of the respective Bureaus, the several representatives on auxiliary committees will also serve as contact officers with the Technical Advisory Board. Technical assistance, when required by the Board, will be supplied by all Department agencies.

The Technical Advisory Board shall assume the duties of the Advisory Committee on Photogrammetry, established by Memorandum No. 697, dated June 18, 1936.

H A Wallace

Secretary.

Very sincerely yours,

J. J. Bette,
Special Technical Assistant,
Office of the Secretary.

Business and Office which have a substantial need for varying types of equipment. Where other organizations are authorized by the State of the Executive Branch, the several representatives on auxiliary committees will also serve as contact officers with the Technical Advisory Board. Technical assistance, when required by the Board, will be supplied by all Department agencies.

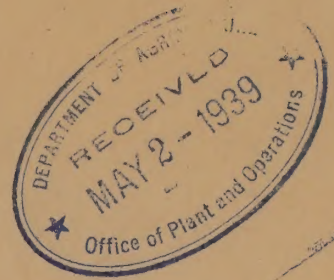
The Technical Advisory Board shall assume the duties of the Advisory Committee on Photography, established by Memorandum No. 697, dated June 16, 1953.

W. C. H.

Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

May 2, 1939



MEMORANDUM FOR ARTHUR B. THATCHER
Chief
Office of Plant and Operations

Dear Mr. Thatcher:

I think the attached revised Secretarial memorandum, setting up the Technical Advisory Board, has been cleared with Mr. Barnes and Mr. Wright. You will note that the original draft has Mr. Barnes' initials.

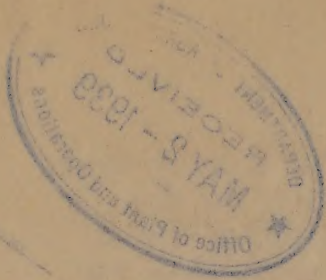
The memorandum now should be prepared for the Secretary's signature so that it can be signed as soon as the position of Major Engelmann has been cleared by Civil Service.

Very sincerely yours,

F. J. Sette,
Special Technical Assistant,
Office of the Secretary.

Att.

*Mr. Thatcher
Please prepare
from orig
draft.
attached
MS.*



May 2, 1939

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Chief
Office of Plant and Operations

Dear Mr. Thatcher:

I think the attached revised Secretarial memorandum, setting up the Technical Advisory Board, has been cleared with Mr. Barnes and Mr. Wright. You will note that the original draft has Mr. Barnes' initials. The memorandum now should be prepared for the Secretary's signature so that it can be signed as soon as the position of Major Engelmann has been cleared by Civil Service.

Very sincerely yours,

E. J. Sette
Special Technical Assistant,
Office of the Secretary.

Att.

MEMORANDUM NO.

The establishment of the Technical Advisory Board was originally authorized under Memorandum, dated June 8, 1938, addressed to the Chiefs of the Bureaus and Offices. Since that time, there has been created by Memorandum No. _____, dated _____, and Office of Plant and Operations, of which the Technical Advisory Board now becomes a part. This Board has now functioned for a period of approximately ^{ten} eight months, and on the basis of experience gained and services rendered to the Department as a whole, an enlargement of its responsibilities is necessary.

The Technical Advisory Board (which, in addition to the board itself, includes Technical Assistants) will be under the general administrative supervision of Major Otto Engelmann, Chairman. In addition to the Chairman, the membership of the Board will be as follows:

Mr. W. K. Knauff
Mr. C. A. Logan
Mr. Marshall S. Wright

The Board membership may be enlarged from time to time as the needs may require and subject to the approval of the Secretary.

The Board will actively cooperate (1) with the Chief, Division of Purchase, Sales and Traffic and responsible officials of the several Bureaus in the solution of problems incident to the procurement of equipment and (2) with the respective Department and Bureau Offices in the determination of the policies to be adopted in the selection, operation, maintenance and repair of all types of equipment.

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Mr. Marshall S. Wright

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FUNCTIONS:

1. To approve all technical engineering requirements in specifications employed by the Department in the procurement of articles, materials, supplies and equipment.
2. To decide on all engineering questions of controversial or other character which may develop in connection with awards of contracts based on such specifications.
3. To supplement existing Federal specifications by developing Department of Agriculture standard specifications to be used throughout the Department for the purchase of articles, materials, supplies and equipment which involve the application of engineering principles.
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7. To make studies of the use, distribution and availability of equipment in order that the Department may develop policies which are designed to provide a maximum return on the equipment investment.

8. To make studies and prepare recommendations incident to the development of a rational plan for evaluating the needs, use, maintenance and disposition of equipment so that the best interests of the Department of Agriculture and the Government will be safeguarded.

The Technical Advisory Board, in addition to its full time members, will be assisted in the performance of its responsibilities by auxiliary committees composed of representatives of the several Bureaus and Offices which have a substantial need for varying types of equipment. Unless other designations are authorized by the Chiefs of the respective Bureaus, the several representatives on auxiliary committees will also serve as contact officers with the Technical Advisory Board. Technical assistance, when required by the Board, will be supplied by all Department agencies.

The Technical Advisory Board shall assume the duties of the Advisory Committee on Photogrammetry established by Memorandum #697, June 18, 1936.

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May 2, 1939

MEMORANDUM FOR ARTHUR B. THATCHER
Chief
Office of Plant and Operations

Dear Mr. Thatcher:

I think the attached revised Secretarial memorandum, setting up the Technical Advisory Board, has been cleared with Mr. Barnes and Mr. Wright. You will note that the original draft has Mr. Barnes' initials.

The memorandum now should be prepared for the Secretary's signature so that it can be signed as soon as the position of Major Engelmann has been cleared by Civil Service.

Very sincerely yours,

F. J. Sette,
Special Technical Assistant,
Office of the Secretary.

Att.

FJS/mdm

May 2, 1939

MEMORANDUM FOR ARTHUR E. TAYLOR

Chief

Office of Plant and Operations

Dear Mr. Thatcher:

I think the attached revised Secretariat memorandum,

setting up the Technical Advisory Board, has been cleared

with Mr. Barnes and Mr. Wright. You will note that the

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The memorandum now should be prepared for the Secre-

tary's signature so that it can be signed as soon as the

position of Major Ingelmann has been cleared by Civil

Service.

Very sincerely yours,

E. J. Betts,

Special Technical Assistant,

Office of the Secretary.

135/mhm

Att.

MEMORANDUM NO.

The establishment of the Technical Advisory Board was originally authorized under Memorandum, dated June 8, 1938, addressed to the Chiefs of the Bureaus and Offices. Since that time, there has been created by Memorandum No. 809, dated 7/27/39, an Office of Plant and Operations, of which the Technical Advisory Board now becomes a part. This Board has now functioned for a period of approximately ^{ten} eight months, and on the basis of experience gained and services rendered to the Department as a whole, an enlargement of its responsibilities is necessary. 10?

The Technical Advisory Board (which, in addition to the board itself, includes Technical Assistants) will be under the general administrative supervision of Major Otto Engelmann, Chairman. In addition to the Chairman, the membership of the Board will be as follows:

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6. To receive and analyze all proposals for aerial photographic projects, to establish uniform standards and criteria in connection with aerial photography such as scales, reflying and other pertinent matter, and to prepare appropriate recommendations ~~thereon~~. *to the Office of Land Use Coordination*

7. To make studies of the use, distribution and availability of equipment in order that the Department may develop policies which are designed to provide a maximum return on the equipment investment.

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The Technical Advisory Board, in addition to its full time members, will be assisted in the performance of its responsibilities by ~~an~~ auxiliary committees composed of representatives of the several Bureaus and Offices which have a substantial need for varying types of equipment. Unless other designations are authorized by the Chiefs of the respective Bureaus, the several representatives on ~~the~~ auxiliary committees will also serve as contact officers with the Technical Advisory Board. Technical assistance, when required by the Board, will be supplied by all Department agencies.

*This memorandum supersedes Bureau of June 8, 1936
setting up ~~the~~ principal advisory board, and
abolishes the committee on aerial photography, provided
for in Dec 8 of Bureau 697, June 18, 1936*

Secretary.

*The Technical Advisory Board shall assume
the duties of the ~~subcommittee on aerial photography~~
~~established by~~ Memorandum # 697, June 18, 1936.*

EPD

OK

8. To make studies and prepare recommendations incident to the development of a rational plan for evaluating the needs, use, maintenance and disposition of equipment so that the best interests of the Department of Agriculture and the Government will be safeguarded.

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Secretary.

293



DEPARTMENT OF AGRICULTURE
WASHINGTON

9410
Order No. 738
17/12/40 98.

FILED



Please return to
the Secretary's File Room

December 12, 1940.

MEMORANDUM NO. 819, SUPPLEMENT NO. 1

The following changes have been made in the Technical
Advisory Board:

Effective November 1, 1940, Mr. William K. Knauff was
appointed Chairman to succeed Major Otto Engelmann.

Effective November 16, 1940, Mr. A. Gordon Galloway,
formerly of the Bureau of Entomology and Plant Quarantine,
was appointed a member of the Board to succeed Mr. C. A. Logan
who has been appointed Chief, Division of Management and Opera-
tions, Beltsville Research Center, Beltsville, Maryland.

Claude R. Wickard

Secretary.

DEPARTMENT OF AGRICULTURE
WASHINGTON



FILED

RECEIVED
THE SECRETARY OF AGRICULTURE

MEMORANDUM FOR THE SECRETARY

The following changes have been made in the Technical

Advisory Board:

Effective November 1, 1940, Dr. William K. Knowlton was

appointed Chairman to succeed Major Otto Sigmund.

Effective November 10, 1940, Mr. A. Carson Bailey,

formerly of the Bureau of Entomology and Plant Quarantine,

was appointed a member of the Board to succeed Mr. C. A. Rogers.

who has been Assistant Chief, Division of Management and Control.

He is now at the Beltsville Research Center, Beltsville, Maryland.

Charles A. Bailey

Secretary

Reg. 4099
Dated 2-4-43

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 3, 1943.

MEMORANDUM NO. 819, Supplement 2

Technical Advisory Board

The Technical Advisory Board, which was established by Memorandum to Chiefs of Bureaus and Offices dated June 8, 1938, and the functions of which were further defined by Memorandum No. 819, of May 12, 1939, is hereby abolished. The functions and responsibilities heretofore vested in the Board will be performed by the Office of Plant and Operations through such organization as the Chief of that Office may establish.

Erwin B. Hill
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

RECEIVED
JANUARY 12, 1944

MEMORANDUM NO. 219, Supplement

Technical Advisory Board

The Technical Advisory Board, which was established by Memorandum to Chiefs of Bureaus and Offices dated June 8, 1938, and the functions of which were further defined by Memorandum No. 219, of May 12, 1939, is hereby abolished. The functions and responsibilities heretofore vested in the Board will be performed by the Office of Plant and Operations through such organization as the Chief of that Office may establish.

[Signature]
Assistant Secretary